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Uniform Classification of Accounts

FOR

ELECTRIC RAILWAYS

PRESCRIBED BY THE

Railroad Commission of Wisconsin
January, 1909

SECOND EDITION

Madison, June 1, 1912

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Uniform Classification of Electric Railway Accounts

PRESCRIBED BY THE

RAILROAD COMMISSION OF WISCONSIN.

MADISON, July 1, 1909.

To Wisconsin Electric Railways:—

This circular embraces the uniform classification of accounts for electric railways prescribed and issued by the Railroad Commission under date of January, 1909, and the detailed text of instructions to accompany such classification prepared under the provisions of chapter 362 of the Laws of 1905 and the amendments thereof, known as the Railroad Rate Commission Law:

Inquiry, etc., of commission. SECTION 18. d. The railroad commission may in its discretion prescribe a uniform system of rendering accounts of business transacted in Wisconsin by all railroads within the meaning of section 2 (including subdivisions a and b) of chapter 362, laws of 1905. Said commission may also prescribe the manner in which such accounts shall be kept, and the time within which such railroad shall adopt such system; provided that all forms of accounts which may be prescribed by the commission shall conform as nearly as practicable to similar forms prescribed by federal authority. Any railroad within the meaning of section 2 (including subdivisions a and b) of chapter 362 of the laws of 1905, failing to comply with the provisions of this act shall be liable to the penalty provided for in section 27 of chapter 362 of the laws of 1905.

The term "railroad" defined. SECTION 2. a. The term "railroad" as used herein shall mean and embrace all corporations, companies, individuals, associations of individuals, their lessees, trustees or receivers (appointed by any court whatsoever) that now, or may hereafter, own, operate, manage or control any railroad or part of a railroad as a common carrier

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in this state, or cars, or other equipment used thereon, or bridges, terminals, or side tracks, used in connection therewith, whether owned by such railroad or otherwise, *and also all street and interurban railway companies.* The term "railroad" whenever used herein shall also mean and embrace express companies, *and telegraph companies,* and all duties required of and penalties imposed upon any railroad or any officer or agent thereof shall, in so far as the same are applicable, be required of and imposed upon express companies *and telegraph companies* and their officers and agents, and the commission shall have the power of supervision and control of express companies *and telegraph companies* to the same extent as railroads.

It will be observed that this classification in many respects conforms quite closely to that prescribed for electric railways by the interstate commerce commission. A special effort was made to secure similarity wherever possible, but in a number of instances it was found that changes were necessary to secure greater detail in expenditures or to combine or eliminate accounts which had no application to Wisconsin electric railways. The greatest departure from the classification of the interstate commerce commission is in the power accounts, those herein prescribed being identical with the power accounts prescribed for electric utilities. Where corporations are engaged in only a railway service, greater detail of the cost of power generation was deemed desirable. Where, however, corporations are engaged in both railway and electric light and power service, the change in question will result in greater simplicity since but one group of power accounts will be required, the total cost of power being apportioned over the several departments on the basis of the benefits received.

In the preparation of this classification conferences were had with the accounting committee of the Wisconsin Street and Interurban Railway Association and with officers of the association and of individual railway systems. Co-operation and assistance were afforded by representatives of the electric utilities.

Owing to the great difference in size of the railways it was found necessary to prepare three separate schedules which would recognize these conditions and by each following the same general principles would permit comparison of the operating result between the smallest and the largest companies. Class C schedule is the basis upon which class B and class A schedules have

been founded, the latter two being an unfolding and refinement of the smallest classification. The basis of the classification is as follows:

Class A companies—Those having gross earnings in excess of $500,000 per year.

Class B companies—Those having gross earnings less than $500,000 but in excess of $80,000 per year.

Class C companies—Those having gross earnings less than $80,000 per year.

Any railway in class C or class B desiring a more detailed classification than that prescribed for its class, should open the accounts prescribed for the next highest class, and any railway in class A requiring a more detailed system, may go into as much subdivision and refinement of each of the submitted accounts as its interest requires, but must not re-arrange or combine any two or more of the accounts in such a manner as to interfere with the integrity of the scheme and thus destroy the possibility for comparison. A copy of all additional accounts and the desired subdivisions of the prescribed accounts must be filed with the Railroad Commission before such accounts are opened. All records and accounts, including those which are an enlargement, subdivision or refinement of the prescribed accounts, are to be open at all times to the examination of this Commission.

RAILROAD COMMISSION OF WISCONSIN,

By B. H. MEYER,
HALFORD ERICKSON,
J. H. ROEMER,
Commissioners.

SECOND EDITION.

MADISON, June 1, 1912.

To Wisconsin Electric Railways:

This circular is a reprint of the Uniform Classification of Accounts for Electric Railways prescribed by the Railroad Commission and issued under date of July 1, 1909, together with the Text of Instructions accompanying such classifications.

No material changes have been made in the subject matter of the previous edition.

RAILROAD COMMISSION OF WISCONSIN,

By J. M. WINTERBOTHAM,

Secretary.

INCOME ACCOUNTS.

INCOME ACCOUNT FORM FOR REPORT.

OPERATING REVENUES.

Revenue from Transportation.	(Details).....	
Revenue from Operations Other Than Transportation.	(Details).....	
Total Operating Revenues		.....

OPERATING EXPENSES.

Way and Structures.	(Details).....	
Equipment.	(Details).....	
Traffic.	(Details).....	
Conducting Transportation.	(Details).....	
General.	(Details).....	
Undistributed.	(Details).....	
Total Above Items.		.....
Depreciation.	(Details)	.....
Contingencies (Extraordinary.)	(Details)	.....
Taxes.	(Details)	.....
Total Operating Expenses.		.....
Net Operating Revenue or Deficit		.....
Non-Operating Revenue	(Details)	.....
Gross Income or Deficit.		.....

DEDUCTIONS FROM GROSS INCOME

Interest on Funded Debt	(Details).....	
Interest on Real Estate Mortgages	(Details).....	
Interest on Floating Debt	.....	
Contractual Sinking Fund Requirements	(Details).....	
Amortization Reserve Requirements	(Details).....	
Miscellaneous Deductions	(Details).....	
Total		.....
Net Income or Deficit		.....

DISPOSITION OF NET INCOME

Preferred Stock Dividends	(Details).....	
Common Stock Dividends	(Details).....	
Other Disposition from Net Income	(Details).....	
Total		.....
Surplus or Deficit for Year		.....
Surplus or Deficit at Beginning of Year		.....
Adjustments During Year (Profit and Loss Account)		.....
Surplus or Deficit at Close of Year (as per Balance Sheet)		.....

SCHEDULE OF REVENUE ACCOUNTS.

OPERATING REVENUES.

A—REVENUE FROM TRANSPORTATION.

Classes A, B and C.

Passenger Revenue.

Credit this account with all revenues earned by the carrier for the transportation of passengers. To this account shall be credited the carrier's proportion of the receipts from the sale of tickets and collection of cash fares; also over-collections made in excess of determined rates, such over-collections to be held subject to claim. This account shall be charged with amounts paid for fares refunded; tickets redeemed; also amounts paid for transferring passengers and baggage between stations and depots, except in cases where the transfer of both passengers and baggage is provided for in the division of the through rate.

NOTE:—Cash fare penalty collections made by conductors and the proportion of amounts collected on sale of mileage tickets and mileage credentials subject to refund should not be credited to the account *Passenger Revenue.*

NOTE:—*Passenger Revenue* should be credited with mileage tickets only as the mileage therefrom is honored for transportation. Receipts from mileage books when sold should be credited to an open account, which account should be charged and *Passenger Revenue* credited as the mileage is honored. A similar practice may be allowed in the sale of strip, coupon and other tickets.

Baggage Revenue.

Credit this account with all amounts earned by transportation of baggage in excess of free authorized allowances; also packages, articles, dogs, etc., transported as baggage.

Baggage refunds should be charged to this account.

Parlor and Chair Car Revenue.

Credit this account with all amounts earned by the carrier from fares collected from passengers for seats in parlor, observation, chair and other special passenger cars operated by electric railway companies.

To this account should be charged authorized refunds and tickets redeemed.

Special Car Revenue (Chartered Cars).

Credit this account with all revenue received from chartered cars for special passenger service.

Charge this account with all authorized refunds.

Mail Revenue.

Credit this account with all amounts earned by the carrier for the transportation of mails and for the use of railway postoffice cars, special facilities, and bonuses for special mail transportation.

Charge this account with all fines and penalties imposed by the government when not collected from agents or employes.

Express Revenue.

Credit this account with all amounts earned for transportation and for facilities on cars and at stations incident to the transportation of express matter, not including the separate rents of offices at stations. (See account *Rents From Land, Buildings and Other Property.)*

When an electric railway transacts an express business through its regular railway organization, the earnings therefrom should be credited to this account.

The term "express" is intended to cover matter handled at a higher rate than freight on account of quicker service or collection and delivery.

Charge this account with all refunds.

Milk Revenue.

Credit this account with amounts earned for the transportation of milk and cream.

Charge this account with all amounts refunded and overcharges on milk and cream so carried.

Freight Revenue.

Credit this account with amounts earned in the transportation of freight.

Credit to this account the carrier's proportion of the receipts for freight transportation; also over-collections made in excess of proper rates, such over-collections to be held subject to claim.

To this account should be charged overcharges paid resulting from the use of erroneous rates, weights or classification; amounts paid for switching absorbed, authorized allowances, uncollected earnings on freight destroyed in transit and on short and lost freight; also uncollectible undercharges determined after delivery has been made.

Switching Revenue.

Credit this account with amounts earned for switching service. Charge this account with all overcharges on such switching.

Miscellaneous Transportation Revenue.

Credit this account with all amounts earned from transportation not otherwise provided for. Railways are at liberty to subdivide this account into sub-accounts, a, b, c, etc., to show the revenue from particular sources of operation.

B—REVENUE FROM OPERATIONS OTHER THAN TRANSPORTATION.

Classes A, B and C.

Station and Car Privileges.

Credit this account with the carrier's revenue from weighing, vending and other automatic machines located at stations; from advertising at stations and on cars; from news companies and others for the privilege of operating news stands at stations and selling papers, periodicals, fruit, etc., on cars; from telephone companies for the privilege of installing and operating commercial telephones at stations and from other similar sources.

Parcel Room Receipts.

Credit this account with the carrier's revenue from the operation of parcel rooms, the expenses of which are included in operating expenses.

Storage.

Credit this account with the carrier's revenue for storage of freight and baggage.

Charge this account with all authorized refunds.

Car Service.

Credit this account with all amounts accruing as penalties for delay in loading or unloading cars (demurrage).

Charge this account with all authorized refunds.

Telegraph and Telephone Service.

Credit this account with the carrier's revenues from commercial telegraph and telephone business transacted by it when the expense of transacting such business cannot be separated from the expense of conducting the railway service; amounts received from telegraph and telephone companies, whether proportion of earnings or otherwise, for the privilege of transacting a commercial telegraph or telephone business in offices along the carrier's lines, when the carrier furnishes some service of its employes whose wages are included in OPERATING EXPENSES.

NOTE:—When a telegraph or telephone company rents the telegraph or telephone line of a carrier and pays all expenses incident to its maintenance and operation, the rent received should be credited to an appropriate NON-OPERATING REVENUE account.

Rents from Tracks and Terminals.

Credit this account with all compensation received for the use of tracks, electric lines, terminals, and bridges in the possession of and maintained or operated by the railway primarily for its own use.

Credit this account with all amounts earned by transportation of property involved in amounts chargeable against participating individuals, companies or corporations, for their use of such bridges, lines, terminal facilities, etc., in the possession of and maintained by the railway for the joint benefit of itself and participating individuals or corporations under an arrangement for the apportionment of expenses upon the basis of the relative amounts of benefit to the participating companies, where such arrangement permits including in the charge an element of profit or return upon the property involved.

NOTE:—Revenue from leased lines not operated by the lessor should be credited to an appropriate NON-OPERATING REVENUE account.

Rents from Equipment.

Credit to this account all rents received by the railway for the use of cars, locomotives, electric equipment of cars, and other equipment temporarily out of the possession of the railway but usually in its possession and held by it primarily for its own benefit. Also credit this account with the profit or return upon the value of property involved in amounts chargeable against participating individuals, companies or corporations for their use of such equipment maintained or operated or held by the railway for the joint benefit of itself and the individuals or corporations using it under an arrangement for the apportionment of expenses upon the basis of the relative amounts of benefit to the participating companies where such arrangement permits including in the charge an element of profit or return upon the property involved.

NOTE:—Revenue from leased equipment held exclusively by another company or corporation under some form of lease should be credited to a NON-OPERATING REVENUE account.

Rents from Land, Buildings and Other Property.

Credit this account with the carrier's revenue from rents of land, buildings, and other property, such as depot and station grounds and buildings, general and other offices, rooms rented at stations, docks, wharves, ferry landings, section and other houses, etc., when such property is used in connection with operations and is maintained or operated by the railway primarily for its own benefit. Also credit to this account the profit or return upon the value of property involved in amounts chargeable against participating individuals, companies or corporations for their use of such property in the possession of and maintained or operated by the railway for the joint benefit of itself and the using individuals or corporations under an arrangement for the apportionment of expenses upon the basis of the relative amounts of benefit to the several participating parties, where such arrangement permits including in the charge an element of profit or return from the property involved.

NOTE:—Revenue from rent of land, buildings and other property purchased or conducted as an outside investment and out of the possession and use of the utility should be credited to an appropriate NON-OPERATING REVENUE account.

Sale of Power.

Credit this account with all revenue from the sale of power other than from operation of a separate utility. Where a company or corporation operates an electric lighting or other utility service in connection with its electric railway business, a separate report will be required from each utility department. If the total amount of power used in the different utility services is generated at the same power plants and distributed to the different services, the total cost of power used by the railway department will be shown through the apportionment of the total cost of power generated, as shown by the detailed POWER accounts.

Joint Electric Power Revenue (Profit).

When a carrier engages in the production of power for the benefit of another company or companies under an arrangement for the apportionment of expenses upon the basis of the relative amounts of benefit to the participating companies, if such arrangement provides for the receipt by the carrier of any profit or return upon its investment, such profit or return should be credited to this account. Such profit or return must be over and above any provision for wear and tear and depreciation in the said production and the amount thereof should be as provided in the arrangement under which the joint production occurs.

Revenue from Parks, Resorts and Attractions (Profit).

Credit to this account the carrier's receipts from the sale of privileges, admission tickets, etc., in connection with the operation of amusement parks, park properties and resorts operated primarily for the purpose of inducing travel.

NOTE:—When such properties are operated primarily for other purposes, the revenues therefrom must be credited to an appropriate NON-OPERATING REVENUE account.

Miscellaneous Revenues from Operations Other Than Transportation.

Credit this account with all revenue from operations other than transportation and not includible in any of the preceding accounts. Railways are at liberty to subdivide this account into accounts a, b, and c, etc., to show the revenue from any particular source.

NON-OPERATING REVENUES.

Classes A, B and C.

Rents from Land, Buildings and Other Property (Net).

Credit to this account as it accrues all revenue from the rental of land, buildings and other property not used and useful in the operation of the railway business, but operated as outside transactions or held as an investment.

Charge to this account all expenses incurred in connection with the collection of rents, commissions and fees therefor, the cost of procuring tenants for buildings, drawing contracts and leases, advertising for tenants of such buildings; expenses of ouster proceedings, and taxes, unless the taxes are to be paid by the tenant. Any expenses accruing while land and buildings are idle, also repairs upon such property, will be charged to this account. Only the net revenue or profit from the above transactions will be carried to the INCOME ACCOUNT in the annual report.

Credits and charges to this account are to be made in such a manner as to admit of a detailed analysis being made when called for by the Railroad Commission.

Interest on Deposits.

Credit to this account all interest as it accrues on deposits of the railway funds with banks, trust companies or individuals. Interest on security investments will not be credited to this account but to the account *Interest and Dividends From Investments.* Interest on moneys belonging to any reserves of the railway will be credited to such reserves.

Interest and Dividends from Investments.

Credit to this account all interest as it accrues upon interest bearing securities which are liabilities, either actual or contingent, of solvent companies, cities or individuals held by the railway as investments.

Credit to this account the cash value as on the date when they become collectible, of dividends upon the stocks, preferred and common, of corporations held as investments by the railway.

A description of the securities whose yield is credited to this account will be called for in the annual report to the Railroad Commission.

Miscellaneous Non-Operating Revenues.

Credit to this account all revenues from non-operating sources not includible in any of the preceding accounts. The appropriate sub-account will be credited with such items as income from leased lines or terminals and leased equipment, the operation of which has been temporarily or permanently abandoned by the lessor, revenue from parks, resorts and attractions not conducted primarily for operating purposes, etc.

OPERATING EXPENSE ACCOUNTS.

I. WAY AND STRUCTURES (Exclusive of Power, General Office, Stores Department, and Utility Equipment Buildings, Fixtures and Grounds)
II. EQUIPMENT (Exclusive of Power Equipment)
III. TRAFFIC
IV. CONDUCTING TRANSPORTATION
V. GENERAL
VI. UNDISTRIBUTED

Operating Expenses are intended to include all items of expense necessarily incurred in being prepared to serve or in serving the public in the capacity of an electric railway. This includes the expense of maintaining intact the organization of the carrier, the generation of electric power and operation of the cars together with all processes necessarily incident thereto. In order that the OPERATING EXPENSES shall clearly reflect only the cost of rendering such public service, all expenses incident to the operation of any other utility service performed, or of transactions of a commercial nature, shall be excluded therefrom.

Operating Expenses in the broadest significance of the term are divisible into two classes, viz., OPERATION and MAINTENANCE.

Operation should be understood to mean the "use" of the property and includes labor, materials and supplies and expenses, but excludes all MAINTENANCE items.

Maintenance should be understood to mean "upkeep," and should cover all expenditures for current or ordinary repairs, renewals or replacements of property resulting through wear and tear, or through those casualties which are incidental to the nature of the operation and which expenditures are necessary in order to keep up the capacity of the railway to its original or equivalent state of efficiency. When, however, a complete replacement of any building or structure, facility or unit of equipment is made necessary regardless of such current expenditures, the uncurrent or extraordinary repairs, renewals or replacements made necessary will be charged to the *Depreciation Reserve* accumulated for that purpose.

The items includible in the above subdivisions except where some other meaning is clearly apparent from the language used in explaining the account shall be understood to have the following meaning:

The Cost of Labor shall be understood to cover not only wages paid for manual labor, but salaries and fees paid to persons engaged in clerical, engineering or supervisory occupations.

Materials and Supplies shall be understood to cover the substances or matter consumed in furnishing the railway service as required or authorized by law and embraces not only finished and unfinished products, but all expenses incurred in connection with their preparation for use and specifically chargeable against such products and also includes a portion of the stores expenses, if such materials and supplies pass through the stores department.

Hand Tools because of their liability to loss and theft and their rapid consumption in use are to be considered as operating supplies in the year in which they were purchased and charged to the account for the benefit of which they were purchased.

Expenses should be understood to mean all expenditures made or incurred which are chargeable to the accounts referred to and which and not LABOR OR MATERIALS AND SUPPLIES.

I. WAY AND STRUCTURES.

A. Way.

Superintendence of Way and Structures.

Charge this account with the salaries and office and traveling expenses or officers and their assistants when directly in charge of maintenance of way and structures, including chief engineer, engineer maintenance of way, superintendent of electric line, superintendent of buildings, architect, division engineer, roadmasters, track foremen, and office and field forces; cost of drafting and engineering instruments and repairing same; cost of supplies used by employes whose salaries are charged to this account; office rent, cost of repairing rented offices, and miscellaneous office expenses when separate offices

are maintained by officers whose salaries are charged to this account.

NOTE:—It is not intended that any portion of expenses of general offices should be charged to this account.

NOTE:—When employes enumerated above are engaged in work not chargeable to WAY AND STRUCTURES, their salaries and expenses should be charged to the specific work on which engaged.

NOTE:—When employes enumerated above have supervision over other departments also, their salaries and expenses should be apportioned over the departments over which they have jurisdiction.

Ballast.

Charge this account with all expenses incident to the purchase and production of ballast used for maintenance; purchase price of gravel, stone, slag, cinders, sand, and other material used for ballast, including freight charges, if any; payments for gravel and quarry rights and privileges; expenses of sinking test holes; stripping, blasting, loading, and other expenses in connection with production of ballast.

NOTE:—The cost of labor delivering, unloading, and putting ballast into track should be charged to the account *Roadway and Track Labor*.

NOTE:—In case of ballast produced, an account should be opened in order to determine the unit of cost which is to be used in arriving at the monthly charge to OPERATING EXPENSES on account of ballast used.

NOTE:—The cost of ties, rails, and rail fastenings and joints in gravel pits should be excluded from the accounts *Ties*, *Rails* and *Rail Fastenings and Joints*.

NOTE:—This account is included in the account *Maintenance of Roadway and Track* in class B, and in the account *Maintenance of Way* in class C.

Ties.

Charge this account with the cost of ties and timbers used to renew cross, switch, and bridge ties, head-blocks and railway crossing timbers for main and repair tracks, sidings and spurs; in tunnels, stations, shop and other yards; on piers, wharves, track scales, inclines, bridges, trestles, and culverts; in carhouses, shops, and storehouses, and on transfer tables and turntables, including freight, inspection, and special treatment for preservation.

NOTE:—The cost of labor unloading, distributing, and putting ties in track should be charged to the account *Roadway and Track Labor.*

NOTE:—This account is included in the account *Maintenance of Roadway and Track* in class B and in the account *Maintenance of Way* in class C.

Rails.

Charge this account with the cost of rails used to renew main and repair tracks, sidings, and spurs; tracks in tunnels, stations, shop and other yards; on piers, wharves, track scales, inclines, bridges, trestles, and culverts; in carhouses, shops, and storehouses, and on transfer tables and turntables, including freight and inspection; also of guard rails used in track.

NOTE:—The cost of labor of unloading, distributing, and laying rails in track should be charged to the account *Roadway and Track Labor.*

NOTE:—This account is included in the account *Maintenance of Roadway and Track* in class B and in the account *Maintenance of Way* in class C.

Rail fastenings and Joints.

Charge this account with the cost of all rail fastenings and joints used for repairs and renewals, including fish plates, braces, tie plates, tie

rods, nuts, bolts, spikes, cost of welded joints, etc., for main and repair tracks, sidings, and spurs; tracks in tunnels, stations, shop and other yards; on piers, wharves, track scales, inclines, bridges, trestles, and culverts; in carhouses, shops and storehouses, and on transfer tables and turntables, including freight and inspection.

NOTE:—The cost of applying rail fastenings and joints should be charged to the account *Roadway and Track Labor.*

NOTE:—This account is included in the account *Maintenance of Roadway and Track* in class B and in the account *Maintenance of Way* in class C.

Special Work.

Charge this account with the cost of material used in repairing and renewing special work, including steam and street railroad crossings, cross-overs, curves, frogs, run-offs, switches, switchmates, and turnouts, and freight and inspection.

NOTE:—The cost of labor in connection with this work should be charged to the account *Roadway and Track Labor.*

NOTE:—This account is included in the account *Maintenance of Roadway and Track* in class B and in the account *Maintenance of Way* in class C.

Roadway and Track Labor.

Charge this account with the cost of all labor used in unloading, distributing and placing ballast; renewing and relaying ties; repairing, renewing and relaying rails; repairing, renewing, and replacing rail fastenings and joints; repairing, renewing, and replacing special

work; also that used in grading, aligning, surfacing, and gauging tracks; taking up track, whether another is laid to replace it or not; constructing and cleaning tile and open ditches; protecting banks by retaining walls, riprap, piling, piers, dikes, or other means; patrolling, inspecting, and watching track, and other miscellaneous roadway and track labor.

NOTE:—This account is included in the account *Maintenance of Roadway and Track* in class B and in the account *Maintenance of Way* in class C.

Maintenance of Paving.

Charge this account with the cost of material used and labor expended in repairing and renewing paving, including granite, wood, brick, and asphaltum pavement; sand and concrete work made necessary by repairs and renewals of paving; hauling and distributing material; also cost of removing old material.

Repairs and renewals of street paving required by municipalities in connection with roadway and track should be charged to this account.

NOTE:—This account is included in the account *Maintenance of Roadway and Track* in class B and in the account *Maintenance of Way* in class C.

Miscellaneous Roadway and Track Expenses.

Charge this account with the cost of roadway tools when chargeable to expenses and cost of all material used and labor expended in repairing and renewing all tools, implements, flags, lanterns, etc., used in

repairing roadway and track; also any other material, supplies, and incidental expenses that are not properly chargeable to any of the preceding accounts under *Maintenance of Roadway and Track.*

NOTE:—This account is included in the account *Maintenance of Roadway and Track* in class B and in the account *Maintenance of Way* in class C.

Cleaning and Sanding Track.

Charge this account with the cost of material used and labor expended in cleaning, greasing, watering, sprinkling, and oiling roadway and tracks; sanding track; cost of sand and of hauling, drying, and distributing same; cost of track brooms and other cleaning and sanding tools and apparatus; curve grease, water for sprinkling and watering track; oil for oiling roadbed, and all other supplies and expenses incident to the work.

Repairs and renewals of sprinkling and sand cars used in connection with this work and also repairs and renewals of harness and wagons used in connection with this work should be charged to the account *Maintenance of Utility Equipment.*

The cost of sprinkling rendered necessary by repairs or construction of track or paving should be charged to the proper MAINTENANCE or CONSTRUCTION account.

NOTE:—This account is included in the account *Maintenance of Roadway and Track* in class B and in the account *Maintenance of Way* in class C.

Removal of Snow, Ice, and Sand from Tracks.

Charge this account with the cost of all material used and labor expended for the removal of snow, ice, and sand from tracks, whether done by the company or otherwise, including tools and expenses, cost of salt and delivering same in carhouses or bins, and the wages of men engaged in salting track and operating snowplows, sweepers, scrapers, etc.

Repairs and renewals of salt cars, snowplows, sweepers, scrapers, and miscellaneous snow and sand equipment used in connection with this work, and repairs and renewals of harness and wagons used in connection with this work should be charged to the account *Maintenance of Utility Equipment.*

NOTE:—This account is included in the account *Maintenance of Roadway and Track* in class B and in the account *Maintenance of Way* in class C.

Maintenance of Tunnels, Bridges, Trestles, Culverts, and Subways.

Charge this account with the cost of material used and labor expended in repairing tunnels and subways; pay of tunnel watchmen and cost of supplies used by them; cleaning, repainting, and whitewashing; and maintenance of lighting, ventilating, and drainage systems. This account does not include repairs or renewals to roadway, tracks, or electric feeder and contact lines through tunnels and subways.

Charge, also, with the cost of all material used and labor expended in repairing and renewing bridges, trestles, culverts (both substructure and superstructure), piers, abutments, masonry, and drain pipes, including repairs made necessary by washouts; retaining walls, riprapping, and dikes necessary to protect or strengthen bridges and culverts against ice, water, or drift; guards on bridges, framing ties for bridges; bridge signs or number boards; cost of cleaning channels under bridges and cleaning culverts; altering and bracing bridges and trestles during progress of filling; cost of removing old bridges in con-

nection with construction of new bridges, and constructing and removing temporary or false work used in repairing and renewing bridges and culverts; also pay of bridge foremen and bridge watchmen and cost of all supplies used by them, and pay of bridge inspectors and expenses incident to bridge inspection.

NOTE:—Any structure carrying tracks over other tracks, a steam, highway, or canal should be considered a bridge or a culvert. The cost of maintaining structures, carrying other tracks, canals, highways, etc., over the carrier's tracks should be charged to the account *Maintenance of Crossings, Fences, Cattle Guards, and Signs.*

NOTE:—This account is included in the account *Miscellaneous Maintenance of Way* in class B, and in the account *Maintenance of Way* in class C.

Maintenance of Crossings, Fences, Cattle Guards, and Signs.

Charge this account with the cost of all material used and labor expended in repairing and renewing street, road, and farm crossings at grade, overhead bridges and viaducts, roadways of undergrade foot or wagon crossings, crossing gates and warning signals, cost of drainage and excavations for undergrade crossings, and payments and assessments for street repairs or sewers at crossings.

Charge also with the cost of all material used and labor expended in repairing and renewing right-of-way fences, snow and sand fences, cattle guards, wing fences, aprons, and hedges; and mile, section, warning, and other roadway signs.

NOTE:—This account does not include the cost of track maintenance proper, such as frogs, cross-overs, switches, etc., which should be charged to the account *Special Work* or the appropriate MAINTENANCE account.

NOTE:—Street or sewer repairs within the limits of shop grounds or immediately adjacent to station buildings should be charged to the account *Maintenance of Buildings, Fixtures and Grounds* or the appropriate sub-account thereunder.

NOTE:—This account is included in the account *Miscellaneous Maintenance of Way* in class B, and in the account *Maintenance of Way* in class C.

Maintenance of Signal and Interlocking Systems.

Charge this account with the cost of all material used and labor expended in repairing and renewing buildings and appliances of interlocking systems, semaphores, block and other signal systems, and all machinery, such as air compressors, levers, boilers, dynamos, engines, and machinery and fixtures used in connection therewith.

NOTE:—This account does not include the cost of track material proper, required in connection with interlockers, such as switches, special track fastenings, split rails, frogs, etc., the cost of which should be charged to the proper MAINTENANCE OF WAY accounts.

NOTE:—Rent of appliances for signal and interlocking systems should be charged to the account *Operation of Signal and Interlocking Systems.*

NOTE:—If signal wires are attached to poles and fixtures used for other purposes, the cost of such poles and fixtures should be charged to the account *Maintenance of Transmission System, or Maintenance of Distribution System,* as the nature of the pole line determines.

NOTE:—This account is included in the account *Miscellaneous Maintenance of Way* in class B and in the account *Maintenance of Way* in class C.

Maintenance of Telephone and Telegraph Systems.

Charge this account with the cost of all material used and labor expended in repairing and renewing telephone and telegraph systems owned by the company or for which it is responsible, including conduits, poles, cross-arms, insulators, wires, cables, cable boxes, instruments, battery jars, switchboards, and all other appurtenances forming a part of the telephone and telegraph systems.

NOTE:—Rent of telephone and telegraph systems should be charged to the account *Operation of Telephone and Telegraph Systems.*

NOTE:—If telephone or telegraph wires are attached to poles and fixtures used for other purposes, the cost of repairs of such poles and fixtures should be charged to the account *Maintenance of Transmission System* or *Maintenance of Distribution System,* as the nature of the pole line determines.

NOTE:—This account is included in the account *Miscellaneous Maintenance of Way* in class B and in the account *Maintenance of Way* in class C.

Miscellaneous Way Expenses.

Charge this account with all expenses in connection with MAINTENANCE OF WAY not properly chargeable to any of the preceding accounts

NOTE:—This account is included in the account *Miscellaneous Maintenance of Way* in class B and in the account *Maintenance of Way* in class C.

B. Electric Line.

Maintenance of Transmission System.

Charge this account with the cost of all material used and labor expended in repairing and renewing the high-tension transmission system, including cables, wires, insulators, insulator pins, and insulating material. Charge also with repairs and renewals of underground transmission conduits, manholes, sewer connections, sewer traps, and paving; replacement and renewal of poles, painting poles, removing and resetting poles, repairing poles and pole fixtures, cross-arms, braces, brackets and other pole fixtures and appliances; guys and other supports for holding poles, towers and other structures in position; also replacement and renewal of towers, painting towers, repairs to towers and other appliances for supporting the overhead transmission system. The cost of maintaining poles, towers and other supporting fixtures, which carry both transmission and distribution conductors, should be apportioned between this account and the account *Maintenance of Distribution System.*

NOTE:—In electric railway operations, when the electric current generated (or received) is changed by means of *(a)* rotary converters, or *(b)* motor generator sets, or *(c)* static transformers (substation apparatus), that portion of the line (or outside conductor system) carrying current of other than the operating kind or voltage shall be classed as the TRANSMISSION SYSTEM. Tie lines between generating stations and substations shall follow the same rule as other lines.

When the electric current is generated (or received) and used substantially unchanged in voltage and kind, the line (or outside conductor system), including feeders, trolley wire, booster circuits, and supplementary return (if any), shall be classed wholly as the DISTRIBUTION SYSTEM.

NOTE:—This account is included in the account *Maintenance of Electric Lines* in class C.

Maintenance of Distribution System.

Charge this account with the cost of material used and labor expended in repairing and renewing the distribution system, as follows:

a. Overhead feeders for transmitting low-tension power from power stations and substations, including insulators and connections.

b. Underground feeders for transmitting low-tension power from power stations and substations, including insulators and connections.

c. Track bonding, including track bonds, cost of punching and drilling rails for track bonds, and testing for defective bonding.

d. Overhead trolley, including cost of trolley, guard, span, strain, supplementary and other wires, and all catenary construction used in connection with the overhead trolley system.

e. Third rail, including cost of third rail, braces and supports for same, insulating devices, material used for covering and protecting same, and all fixtures and appliances connected with third-rail conductors.

NOTE:—In electric railway operations, when the electric current generated (or received) is changed by means of (*a*) rotary converters or (*b*) motor generator sets or (*c*) static transformers (substation apparatus) that portion of the line (or outside conductor system) carrying current of other than the operating kind or voltage shall be classed as the TRANSMISSION SYSTEM. Tie lines between generating stations and substations shall follow the same rule as other lines

When electric current is generated (or received) and used substantially unchanged in voltage and kind, the line (or outside conductor system), including feeders, trolley wire, booster circuits, and supplementary return (if any), shall be classed wholly as the DISTRIBUTION SYSTEM.

NOTE:—This account is included in the account *Maintenance of Electric Line* in class C.

Miscellaneous Electric Line Expenses.

Charge this account with all expenses in connection with maintenance of electric line not properly chargeable to any of the preceding accounts. Replacements, properly chargeable to CAPITAL accounts, must not be included here.

NOTE:—This account is included in the account *Maintenance of Electric Line* in class C.

C. Buildings, Fixtures and Grounds

(Exclusive of *Power*, *General Office*, *Stores Department*, and *Utility Equipment Buildings, Fixtures and Grounds.)*

Maintenance of Buildings, Fixtures and Grounds.

Charge to this account the cost of all material used and labor expended in repairing buildings and structures, cost of fixtures and repairs to same, cost of maintaining walks, driveways, and grounds connected with buildings; cost of delivering material, including freight charges, if any, and all incidental expenses connected with the maintenance of buildings and structures.

The term "buildings, fixtures and grounds," in addition to embracing the buildings proper, is understood to include fixtures when immovable and built in as a part of the structure; pipes for gas, water, sewerage, and drainage; apparatus for heating, lighting, and ventilating; freight and passenger elevators with fixtures and appurtenances; platforms; appliances for protecting buildings against fire; fences, walls, sidewalks, and pavements within the limit of grounds immediately adjacent to buildings or yards, except paving in tracks.

The maintenance of buildings, fixtures, and grounds should be subdivided by class A and class B carriers under the following headings, which shall be the titles of sub-accounts set up hereunder:

a. Way buildings, fixtures and grounds.

b. Shop buildings, fixtures and grounds.

c. Carhouse buildings, fixtures and grounds.

d. Docks and wharves.

e. Miscellaneous buildings, fixtures and grounds.

II. EQUIPMENT.

Superintendence of Equipment.

Charge this account with the salaries and office and traveling expenses of officers and their assistants when directly in charge of equip-

ment, including superintendent of equipment, mechanical engineer, electrical engineer, superintendent of rolling stock, master car builder, master mechanic, general foreman, and their office forces. Charge also with the cost of drafting and engineering instruments and the cost or repairing same; cost of supplies used by employes whose salaries are charged to this account; office rent, cost of repairing rented offices, and miscellaneous office expenses, when separate offices are maintained by officers whose salaries are charged to this account.

NOTE:—It is not intended that any portion of expenses of general offices should be charged to this account.

NOTE:—When employes enumerated above are engaged in work not chargeable to EQUIPMENT their salaries and expenses should be charged to the specific work on which engaged.

NOTE:—When employes enumerated above have supervision over other departments also, their salaries and expenses should be apportioned over the departments over which they have jurisdiction, the apportionment being on the basis of service rendered.

Maintenance of Revenue Passenger and Combination Cars.

Charge this account with the cost of all material used and labor expended in repairing passenger and combination cars.

The term "car" includes body, trucks, and all fixtures and appliances inside of or attached to the car body or trucks, except the electric equipment of the car. The term "combination car" includes all cars that are used in part for carrying passengers.

The cost of shifting trucks of cars from car bodies of this class shall be charged to this account.

NOTE:—Incandescent lamps and other supplies for cars should be charged to the account *Miscellaneous Car Service Expenses.*

NOTE:—This account is included in the account *Maintenance of Revenue Cars and Locomotives* in class B and class C.

Maintenance of Revenue Freight, Express and Mail Cars.

Charge this account with the cost of all material used and labor expended in repairing freight, express, and mail cars, from the operation of which revenue is derived.

The term "car" includes body and trucks, and all fixtures and appliances inside of or attached to the car body or trucks, except the electric equipment of the car.

The cost of shifting trucks of cars from car bodies of this class shall be charged to this account.

NOTE:—Incandescent lamps and other supplies for cars should be charged to the account *Miscellaneous Car Service Expenses.*

NOTE:—This account is included in the account *Maintenance of Revenue Cars and Locomotives* in class B and class C.

Maintenance of Revenue Locomotives.

Charge this account with the cost of all material used and labor expended in repairing locomotives from the operation of which revenue is derived.

The term "locomotive" includes body and trucks, and all fixtures and appliances inside of or attached to the body or trucks, except the electric equipment of locomotives.

The cost of shifting trucks from one locomotive to another should be charged to this account.

NOTE:—Incandescent lamps and other supplies for locomotives should be charged to the account *Miscellaneous Car Service Expenses.*

NOTE:—This account is included in the account *Maintenance of Revenue Cars and Locomotives* in class B and class C.

Maintenance of Electric Equipment of Revenue Cars.

Charge this account with the cost of all material used and labor expended in repairing the electric equipment and wiring of all passenger, combination, freight, express, and mail cars from the operation of which revenue is derived.

The cost of shifting electric equipment from one car to another which revenue is derived.

NOTE:—Incandescent lamps and other supplies for cars should be charged to the account *Miscellaneous Car Service Expenses.*

NOTE:—This account is included in the account *Maintenance of Electric Equipment of Revenue Cars and Locomotives* in class B and class C.

Maintenance of Electric Equipment of Revenue Locomotives.

Charge this account with the cost of all material used and labor expended in repairing electric equipment and wiring of locomotives, from the operation of which revenue is derived.

The cost of shifting electric equipment of locomotives from one locomotive to another should be charged to this account.

NOTE:—Incandescent lamps and other supplies for locomotives should be charged to the account *Miscellaneous Car Service Expenses.*

NOTE:—This account is included in the account *Maintenance of Electric Equipment of Revenue Cars and Locomotives* in class B and class C.

Maintenance of Utility Equipment.

Charge this account with the cost of all material used and labor expended in repairing utility equipment cars and locomotives, includ-

ing water cars, sprinkling cars, sand cars, salt cars, supply cars, line cars, snowplows, sweepers, scrapers, and other work, sand, and snow equipment, together with repairs to the electric equipment of such utility equipment. Charge this account, also, with the cost of repairs to harnesses, automobiles, and repair, emergency, tower and other service wagons, sleds, sleighs, omnibuses and other vehicles; and cost of horses purchased to replace others lost by death or worn out in service, unless it is the policy of the carrier to replace horses through the depreciation accumulation. This account will also be charged with repairs to stores department equipment and apparatus.

NOTE:—This account is included in the account *Miscellaneous Equipment Expenses* in class B and class C.

Shop Expenses.

Charge this account with all expenditures for heating and lighting repair shops; miscellaneous expenses of such shops, including fuel, water, and ice; oil, grease, waste, and other material used in lubricating shop machinery and tools; cost of supplies and small hand tools used by mechanics, and wages of employes making and repairing same; wages of stationary engineers and firemen; watchmen, sweepers, cleaners, and other unskilled laborers employed in general work in and about shops and shop yards.

Charge this account, also, with the cost of all material used and labor expended in repairing machinery and tools in shops and carhouses, such as engines and boilers, shafting and belting; cranes, hoists, jacks, and other equipment used in connection therewith; furnaces, forges, lathes, shapers, drill presses, wheel grinders and wheel presses, planers, etc.

NOTE:—This account is included in the account *Miscellaneous Equipment Expenses* in class B and class C.

Miscellaneous Equipment Expenses.

Charge this account with all expenses in connection with the maintenance of equipment not properly chargeable to any of the other EQUIPMENT accounts.

NOTE:—This account is included in the account *Miscellaneous Equipment Expenses* in class B and class C.

III. TRAFFIC.

Superintendence of Traffic.

Charge this account with the salaries and office and traveling expenses of officers and their assistants when directly in charge of traffic, including traffic managers, general freight, express, passenger, and ticket agents, commercial, city, district, and excursion agents, their clerks and assistants; cost of supplies used by employes whose salaries are charged to this account; office rent and cost of repairing rented offices, and miscellaneous office expenses when separate offices are maintained by officers whose salaries are charged to this account.

NOTE:—It is not intended that any portion of expenses of general officers should be charged to this account.

NOTE:—When employes enumerated above are engaged in work not chargeable to TRAFFIC, their salaries and expenses should be charged to the specific work on which engaged

NOTE:—When employes enumerated above have supervision over other departments also, their salaries and expenses should be apportioned among the departments over which they have jurisdiction, upon the basis of service rendered.

NOTE:—This account is included in the account *Traffic Expenses* in class B and class C.

Advertising.

Charge this account with the salaries and expenses of advertising agents; cost of bill posting, and printing, publishing and distributing passenger time-tables, folders, notices to shippers, and other advertising matter; advertising in newspapers and periodicals for the purpose of securing traffic; bulletin boards, cards, cases, display cards, photographs, and postage and express charges on advertising matter, and other expenses for attracting traffic.

NOTE:—This account is included in the account *Traffic Expenses* in class B and class C.

Parks, Resorts and Attractions.

Charge this account with the cost of operating amusement parks, resorts, and other like attractions maintained and operated for the purpose of inducing travel upon the line of the carrier.

NOTE:—Where any such park, resort, or other attraction is maintained primarily for any other purpose than the stimulation of travel upon the line of the carrier, it shall be considered an outside operation, and the expenses of such operation and maintenance shall be excluded from street railway operation expenses, and the net revenue from the operation of such parks, resorts and other attractions shall be included in NON-OPERATING REVENUES.

NOTE:—This account is included in the account *Traffic Expenses* in class B and class C.

Miscellaneous Traffic Expenses.

Charge this account with all expenses of traffic associations, including membership fees, contributions and donations for the distinct pur-

pose of securing passenger traffic, and all other traffic expenses not chargeable to any of the preceding TRAFFIC accounts.

NOTE:—This account is included in the account *Traffic Expenses* in class B and class C.

IV. CONDUCTING TRANSPORTATION.

A. Power.

Maintenance of Power Equipment (Including Power Buildings).
Operation of Power Equipment.

The POWER accounts to be kept by electric railways are identical with those prescribed by the Railroad Commission for electric utilities. Those electric railways, also engaged in the electric utility service, need open but one set of POWER accounts, and apportion the total cost of power over the several departments upon the basis of the benefits derived. Such detailed POWER accounts will be reported to the Railroad Commission in the annual report for each utility making such annual statement, together with the apportionment of the total cost of power, charging the railway proportion to the account *Power Apportioned—Debit (Proportion of Cost of Power—Railway)*. Those electric railways operating no other utility making a demand for power will show the total cost of power in the detail prescribed for electric utilities, and carry the total cost of maintenance and operation on account of power, and the expenditure for power purchased, to the railway OPERATING EXPENSE accounts *Maintenance of Power Equipment (Including Power Buildings)*, *Operation of Power Equipment*, and *Power Purchased*, respectively.

Power Purchased.

Charge this account with the cost of all power purchased. Sub-accounts are to be opened with each company or individual from whom such power is purchased, the account showing the name of the selling company or individual, the amount of power in kilowatt hours purchased, the rate per kilowatt hour and the total cost of such power, which details will be called for in the annual report to the Railroad Commission.

Power Exchanged—Balance.

If a company actually exchanges power with another company, it should charge to this account the value of the power received from the other company, and should credit to this account the value of the power it delivers to the other company, and the amount shown as an operating expense should be the net debit or credit balance.

Power Apportioned—Debit (Proportion of Cost of Power—Railway).

Charge this account with the proper proportion of the total cost of electric power generated. This account will be set up by those companies operating a railway and one or more utilities using electric energy. In such cases the power accounts as prescribed will be opened, the entire group of such accounts being regarded as an apportionment account and the total cost of power will be apportioned over

the several departments or utilities making a demand for power, charging to this account the proportion of the total cost of power generated properly chargeable to the railway department.

Power Apportioned—Credit (Proportion of Cost of Power—Other than Railway).

Credit this account with the proper proportion of the total cost of electric power generated. This account will be set up by those companies operating a railway and one or more utilities using electric energy. In such cases the power accounts as prescribed will be opened, the entire group of such accounts being regarded as an apportionment account and the total cost of power will be apportioned over the several departments or utilities making a demand for power, crediting this account with the proportion of the total cost of power generated which is properly chargeable to such electric or other utilities, leaving the balance as a power charge of the railway department.

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POWER ACCOUNTS.

(As prescribed for Electric Utilities)

1. STEAM POWER GENERATION.

Superintendence.

Charge to this account the total cost of superintendence of the steam power generation plant. This account includes the salaries of the superintendent of power plant, chemists at plant, draftsmen, foremen and all clerical help upon records and accounts pertaining to steam power generation, whether at the general office or at the plant. Charge also with the proportion of the salaries of the engineering staff assignable to the steam power plant.

NOTE:—If energy is also generated by hydraulic power or gas power, the total cost of superintendence at the station will be apportioned over the corresponding SUPERINTENDENCE accounts.

NOTE:—This account is included in the account *Operating Labor* in class C.

Engine Labor.

Charge to this account the cost of all labor engaged in operating steam prime mover equipment. This includes such labor as that of chief engineers and assistants, engineers, oilers, wipers, machinists and all other employes whose duties concern the operation of such steam prime movers. Exclude all maintenance labor.

NOTE:—This account is included in the account *Operating Labor* in class C.

Electrical Labor.

Charge to this account all labor in connection with operating the electric apparatus and devices driven by steam power, beginning with the generators, direct connected or belted to the prime movers, and including the power plant switchboards, feeders, terminal board, and to where the electric current leaves the power plant switchboard for the transmission or distribution system. This account includes the salaries of system operators or load dispatchers, foremen over regulators, regulators and assistants, generator attendants, switchboard attendants, brushmen, electric wipers, power plant wiremen and all other employes whose duties are the operation of the steam power plant electrical equipment. Exclude maintenance labor.

NOTE:—If energy is also generated by hydraulic power or by gas power or both and such electric apparatus is attended jointly by the station electrical labor, such labor will be properly apportioned over the respective classes of POWER accounts.

NOTE:—This account is included in the account *Operating Labor* in class C.

Miscellaneous Labor.

Charge this account with the salaries and wages of all employes in and about the steam power generating plant engaged in operating the plant, including watchmen, labor cleaning buildings and yards, janitors, messengers, and general labor not chargeable to any of the foregoing steam power plant operating labor accounts. Exclude maintenance labor.

NOTE:—If energy is also generated at the station by other than steam power, labor charges jointly incurred will be apportioned accordingly over the appropriate classes of POWER accounts.

NOTE:—This account is included in the account *Operating Labor* in class C.

Steam Generated.

The total expense of generating steam is to be determined through a group of accounts referred to as the STEAM GENERATION APPORTIONMENT ACCOUNT. Where a utility is furnishing but one public service from its boiler plant, the details of the steam expense will appear in the STEAM GENERATION APPORTIONMENT ACCOUNT, and the total expense as shown therein will be carried to this account in the POWER group of accounts and so shown in the annual report to the Railroad Commission. Where, however, two or more utilities or services are making a demand upon the same boiler equipment, the total steam expense will be apportioned over the departments so using the steam equipment, and the apportioned share of the steam expense incurred for the benefit of the steam power generated energy will be carried to this account. If steam is used in the electric power plant for other purposes than the generation of current, the expense for steam will be further apportioned, charging the appropriate expense accounts.

Steam Purchased.

Charge to this account the cost of all steam purchased for prime mover power in the electric power plant. It is desired that the account shall be so kept as to indicate the name of the company or individual from whom the steam was purchased, the amount of steam purchased and the terms under which it was so purchased.

Lubricants.

Charge to this account the cost of all lubricants for steam prime movers and machinery connected therewith in the steam power plant

of the electric utility and also all lubricants used on electric apparatus driven by steam power. This includes cylinder oil, machine oil, dynamo oil, graphite and other lubricants, but does not include transformer oil, wagon grease or oil for lanterns.

NOTE:—This account is included in the account *Miscellaneous Power Plant Supplies and Expenses* in class C.

Miscellaneous Power Plant Supplies and Expenses.

Charge this account with all operating supplies and expenses incurred in the generation of electric energy by steam power not chargeable to any of the preceding accounts. This includes such items as waste, packing, wipers, hand tools, gas and electricity for lighting, heating and cleaning power plant, laboratory apparatus and supplies, ice, water for general use and fire protection, and all items of similar nature. Charge also with stationery, telephones, etc., if it is desired to distribute such expenses.

NOTE:—Where current is also generated at the station by hydraulic power or gas power, the total cost of miscellaneous supplies and expenses as enumerated in this account will be apportioned over the respective classes of POWER accounts.

NOTE:—This account is included in the account *Miscellaneous Power Plant Supplies and Expenses* in class C.

Maintenance of Steam Engines and Turbines.

Charge this account with the expense of all labor and material incurred in repairing steam engines and steam turbines devoted to converting steam energy into mechanical energy for electric generation.

NOTE:—This account is included in the account *Maintenance of Power Plant Equipment* in class C.

Maintenance of Power Plant Auxiliary Equipment.

Charge this account with the expense of all labor and material incurred in making repairs to the steam power plant auxiliary equipment, including condensers, vacuum pumps, oiling systems, the power transmission equipment such as shafting, belting, rope and cable drives, clutches, pulleys and idler wheels, and motors, hoists, cranes, blacksmiths' and machinists' tools, and all other accessory equipment other than hand tools, the cost of which is to be included in OPERATING EXPENSES.

NOTE:—If electric energy is also generated at the power plant by other than steam power, the cost of maintaining power plant auxiliary equipment used for the joint benefit of the different methods of generation, will be apportioned over the appropriate MAINTENANCE accounts of the respective classes of POWER accounts.

NOTE:—This account is included in the account *Maintenance of Power Plant Equipment* in class C.

Maintenance of Generators.

Charge this account with the expense of all labor and material incurred in repairing generators, alternators and other electric generating apparatus, driven by steam power, and with repairs to rotaries and motor-generator sets, exciters, etc., when not installed in connection with the transmission system.

NOTE:—This account is included in the account *Maintenance of Power Plant Equipment* in class C.

Maintenance of Auxiliary Power Plant Electrical Equipment.

Charge to this account the expense of all labor and material incurred in repairing electric apparatus at the steam power generating plant not included in the account *Maintenance of Generators*. This includes bus-bars, regulators, cables, switchboards and other power plant electrical equipment such as circuit breakers, switches, ammeters, voltmeters, wattmeters, etc., together with their special foundations and settings and the terminal board. The maintenance of special high tension transmission equipment at the steam power plant, such as high tension bus-bars, high tension switchboards, high tension switches, high tension current transformers, high tension lightning arresters, high tension potential transformers, high tension reactive coils, high tension choke coils, high tension grounding devices and resistances, high tension raising and lowering transformers, etc., will also be charged to this account. The maintenance of wiring for lighting the power plant will not be charged to this account, but to the account *Maintenance of Power Plant Buildings, Fixtures and Grounds.*

NOTE:—If current is also generated at the station by gas power or hydraulic power, or both, the maintenance of all apparatus used jointly in generating current by the several methods will be apportioned over the appropriate MAINTENANCE accounts in the respective groups of POWER accounts.

NOTE:—This account is included in the account *Maintenance of Power Plant Equipment* in class C.

Maintenance of Power Plant Buildings, Fixtures and Grounds.

Charge this account with the expense of all labor and material incurred in repairing buildings and structures, including permanent apparatus foundations used exclusively for the generation of electric energy by steam power, and outbuildings, tool houses, etc.

NOTE:—If current is also generated by hydraulic power or gas power, or both, the maintenance of buildings, fixtures and grounds used jointly will be apportioned over the appropriate MAINTENANCE accounts in the respective groups of POWER accounts.

2. GAS POWER GENERATION.

Superintendence.

Charge to this account the total cost of superintendence of the gas power generating plant. This account includes the salaries of the superintendent of power plant, chemists at plant, draftsmen, foremen and all clerical help upon records and accounts pertaining to gas power generation, whether at the general office or at the plants. Charge also with the proportion of the salaries of the engineering staff assignable to the gas power plant. Exclude maintenance labor,

NOTE:—If energy is also generated by steam power or by hydraulic power, the total cost of superintendence at the station will be apportioned over the corresponding SUPERINTENDENCE accounts.

NOTE:—This account is included in the account *Operating Labor* in class C.

Engine Labor.

Charge to this account the cost of labor operating gas prime mover equipment. This includes such labor as that of chief engineers and assistants, engineers, oilers, wipers, machinists and all other employes whose duties concern the operation of the gas power prime movers. Exclude maintenance labor.

NOTE:—This account is included in the account *Operating Labor* in class C.

Electrical Labor.

Charge to this account all labor in connection with the operation of electric apparatus and devices driven by gas power, beginning with

the generators directly connected or belted to the prime movers, and including the power plant switchboards, feeders, terminal board and to where the electric current leaves the power plant switchboard for the transmission or distribution system. This account includes the salaries of system operators or load dispatchers, foremen over regulators, regulators and assistants, generator attendants, switchboard attendants, brush men, electric wipers and power plant wire men, and all other employes whose duties are the operation of the gas power plant electrical equipment. Exclude maintenance labor.

NOTE:—If energy is also generated by steam power or hydraulic power, or both, and electrical apparatus is attended jointly by the station electrical labor, such labor will be properly apportioned over the respective classes of POWER accounts.

NOTE:—This account is included in the account *Operating Labor* in class C.

Miscellaneous Labor.

Charge this account with the salaries and wages of all employes in and about the gas power generating plant engaged in operating the plant, including watchmen, labor cleaning buildings and yards, janitors, messengers and general labor not chargeable to any of the foregoing gas power plant operating labor accounts. Exclude maintenance labor.

NOTE:—If energy is also generated at the station by other than gas power, labor charges jointly incurred will be apportioned accordingly over the appropriate classes of POWER accounts.

NOTE:—This account is included in the account *Operating Labor* in class C.

Power Gas Produced.

The total expense of producing power gas is to be determined through a separate group of accounts referred to as the POWER GAS PRODUCTION APPORTIONMENT ACCOUNT. Where a company is operating but one utility or service from its producer gas plant, the details of the cost of such gas will appear in the POWER GAS PRODUCTION APPORTIONMENT ACCOUNT, and the total of that group will be carried to this account in the POWER group of accounts and so shown in the annual report to the Railroad Commission. Where, however, two or more utilities or services are making a demand for gas upon the same gas producer equipment, the total cost of producing such gas will be apportioned over the departments so using the producer gas equipment and the apportioned share of gas expense incurred for the benefit of the gas power generation of electric energy will be carried to this account.

Power Gas Purchased.

Charge this account with the cost of all gas purchased for the operation of gas prime movers in the generation of electric energy by gas power. This account should be so kept as to indicate the name of the company from which such gas was purchased, the amount purchased and the terms under which it was purchased.

Water for Cooling Engines.

Charge this account with the cost of all water used and expenses incurred in connection therewith for cooling gas prime movers.

NOTE:—This account is included in the account *Miscellaneous Power Plant Supplies and Expenses* in class C.

Lubricants.

Charge to this account the cost of all lubricants for gas prime movers and machinery connected therewith in the gas power generation plant of the electric utility and also of lubricants used on electric apparatus driven by gas power. This includes cylinder oil, machine oil, dynamo oil, graphite and other lubricants, but does not include transformer oil, wagon grease or oil for lanterns.

NOTE:—This account is included in the account *Miscellaneous Power Plant Supplies and Expenses* in class C.

Miscellaneous Power Plant Supplies and Expenses.

Charge this account with all operating supplies and expenses incurred in generating electric energy by gas power and not chargeable to any of the preceding accounts. This includes such items as waste,

packing, wipers, hand tools, gas and electricity for lighting, heating and cleaning station laboratory apparatus and supplies, ice, water for general use and fire protection, and items of similar nature. Charge also with stationery, telephones, etc., if it is desired to distribute such expenses.

NOTE:—Where current is also generated at the station by steam or hydraulic power, the total cost of the miscellaneous supplies and expenses as herein enumerated will be apportioned over the respective classes of POWER accounts.

NOTE:—This account is included in the account *Miscellaneous Power Plant Supplies and Expenses* in class C.

Maintenance of Gas Engines and Turbines.

To this account shall be charged the expense of all labor and supplies incurred in repairing gas engines and turbines devoted to the production of electric energy, including inlet valves, governors, ignition and starting apparatus. The maintenance of power transmission apparatus as shafts, belts, etc., will not be charged to this account.

NOTE:—This account is included in the account *Maintenance of Power Plant Equipment* in class C.

Maintenance of Power Plant Auxiliary Equipment.

Charge this account with the expense of all labor and supplies incurred in repairs to auxiliary equipment in the gas power generating plant, including power transmission equipment such as shafting, belt-

ing, rope and cable drives, clutches, pulleys and idler wheels, motors, hoists, cranes, blacksmiths' and machinists' tools and all other gas power plant accessory equipment other than hand tools, the cost of which is to be included in the account *Miscellaneous Power Plant Supplies and Expenses.*

NOTE:—Where electric energy is also generated at the same plant by steam or hydraulic power, repairs to auxiliary equipment operated for the joint benefit of all methods of current generation will be apportioned over the respective classes of POWER accounts.

NOTE:—This account is included in the account *Maintenance of Power Plant Equipment* in class C.

Maintenance of Generators.

Charge this account with the expense of repairing generators, alternators and other electric generating apparatus driven by gas power and with repairs to rotaries and motor-generator sets, exciters, etc., when not installed in connection with the transmission system.

NOTE:—This account is included in the account *Maintenance of Power Plant Equipment* in class C.

Maintenance of Auxiliary Power Plant Electrical Equipment.

Charge to this account the expense of all labor and supplies incurred in repairing electrical apparatus at the gas power generating plant not

included in the account *Maintenance of Generators.* This includes bus-bars, regulators, cables, switchboards and other power plant electrical equipment such as circuit breakers, switches, ammeters, voltmeters, wattmeters, etc., together with their special foundations and settings and terminal board. The maintenance of special high tension transmission equipment at the gas power generating plant such as high tension bus-bars, high tension switchboards, high tension lightning arresters, high tension potential transformers, high tension reactive coils, high tension choke coils, high tension grounding devices and resistances, high tension raising and lowering transformers, etc., will also be charged to this account. The maintenance of wiring for lighting the power plant will not be charged to this account, but to the account *Maintenance of Power Plant Buildings, Fixtures and Grounds.*

NOTE:—If current is also generated at the station by steam power or hydraulic power or both, the maintenance of all apparatus used jointly for current generated by the respective methods will be apportioned over the appropriate MAINTENANCE accounts in the respective groups of POWER accounts.

NOTE:—This account is included in the account *Maintenance of Power Plant Equipment* in class C.

Maintenance of Power Plant Buildings, Fixtures and Grounds.

Charge this account with the expense of all labor and material incurred in repairing buildings and structures, including permanent foundations for apparatus, used exclusively for the generation of electric energy by gas power, and out-buildings, tool houses, etc.

NOTE:—If current is also generated in the same general buildings and structures by steam power or hydraulic power or both, the maintenance of buildings, fixtures and grounds used jointly will be apportioned over the appropriate MAINTENANCE accounts in the respective groups of POWER accounts.

3. HYDRAULIC POWER GENERATION.

Superintendence.

Charge to this account the total cost of superintendence of the hydraulic power generation plant. This account includes the salaries of superintendent of power plant, chemists at plant, draftsmen, foremen and all clerical help upon records and accounts pertaining to hydraulic power generation, whether at the general office or at the plant. Charge also with the proportion of the salaries of engineering staff assignable to the hydraulic power generation plant.

NOTE:—If electrical energy is also generated by steam or gas power, the total cost of superintendence at the station will be apportioned over the corresponding SUPERINTENDENCE accounts in the different classes of POWER accounts.

NOTE:—This account is included in the account *Operating Labor* in class C.

Hydraulic Labor.

Charge this account with the salaries and wages of all employes operating the hydraulic works, including foremen, gate-men, wheelmen, canal-men, patrollers of reservoirs, dams and channels, and all other employes whose duties concern the operation of the hydraulic power equipment. Exclude maintenance labor.

NOTE:—This account is included in the account *Operating Labor* in class C.

Electrical Labor.

Charge to this account all labor in connection with operating electric apparatus and devices driven by hydraulic power, beginning with the generators, direct connected or belted to the hydraulic motive power, and including the power plant switchboards, feeders, terminal board and to where the electric current leaves the power plant switchboard for the transmission or distribution system. This account includes the salaries of system operators or load dispatchers, foremen over regulators, regulators and assistants, generator attendants, switchboard attendants, brushmen, electric wipers, power station wiremen and all other employes whose duties are the operation of the hydraulic power plant electrical equipment. Exclude maintenance labor.

NOTE:—If energy is also generated by gas or steam power at the same station and such electric apparatus is attended jointly by the station electrical labor, such labor cost will be properly apportioned over the respective classes of POWER accounts.

NOTE:—This account is included in the account *Operating Labor* in class C.

Miscellaneous Labor.

Charge this account with the salaries and wages of all employes in and about the hydraulic power generating plant engaged in operating the plant, including watchmen, labor cleaning buildings and yards, janitors, messengers, and general labor not chargeable to any of the foregoing hydraulic power plant operating labor accounts. Exclude maintenance labor.

NOTE:—If energy is also generated at the station by other than hydraulic power, labor charges jointly incurred will be apportioned accordingly over the appropriate classes of POWER accounts.

NOTE:—This account is included in the account *Operating Labor* in class C.

Hydraulic Power Purchased.

Charge to this account the cost of all water purchased for the purpose of operating hydraulic motive power equipment for the generating of electric energy. It is desired that the account shall be so kept as to indicate the name of the company or individual from whom such water was purchased, the amount of water power purchased and the terms under which it was purchased.

Lubricants.

Charge to this account the cost of all lubricants for hydraulic prime movers and machinery connected therewith in the hydraulic power plant of the electric railway and also all lubricants used on electric apparatus driven by hydraulic power. This includes machine oil, dynamo oil, graphite and other lubricants, but does not include transformer oil, wagon grease or oil for lanterns.

NOTE:—If current is also generated at the station by other than hydraulic power, the total cost of lubricants used in the station will be apportioned over the respective classes of POWER accounts.

NOTE:—This account is included in the account *Miscellaneous Power Plant Supplies and Expenses* in class C.

Miscellaneous Power Plant Supplies and Expenses.

Charge to this account all operating supplies and expenses incurred in the generation of electric energy by hydraulic power and not chargeable to any of the preceding operating accounts. This includes

such items as waste, packing, wipers, hand tools, gas and electricity for lighting, heating and cleaning power plant, laboratory apparatus and supplies, ice, water for general use and fire protection, and all items of a similar nature.

Charge also with stationery, telephones, etc., if it is desired to distribute such expenses.

NOTE:—Where current is also generated at the station by other than hydraulic power, the total cost of such miscellaneous supplies and expenses as herein enumerated will be apportioned over the appropriate accounts in the respective classes of POWER accounts.

NOTE:—This account is included in the account *Miscellaneous Power Plant Supplies and Expenses* in class C.

Maintenance of Dams, Canals and Flumes.

Charge to this account the expense of all labor and supplies incurred in repairing hydraulic structures. Such structures include dams, embankments, etc., for impounding water and all appurtenant gates, valves, weirs, waste ways, canals, conduits and other channels (including riprap, lining walls, etc.), pipe lines, flumes, aqueducts and supporting trestles, forebays and appurtenant sieves and grids, wasteways etc., all viaducts, bridges, foot bridges, etc., over and accessory to or necessitated by such canals, aqueducts and flumes, and also the wasteways conducting water from the outlet of the draft-tube to the point of final discharge.

NOTE:—This account is included in the account *Maintenance of Hydraulic Power Works* in class C.

Maintenance of Turbines and Water Wheels.

Charge to this account the expense of all labor and supplies incurred in repairing the hydraulic motive power, including head gates, penstocks, wheel gates, wheel governors, valves, turbines, water wheels, draft-tubes and connections. The maintenance of power transmission apparatus as shafts, belts, etc., will not be charged to this account.

NOTE:—This account is included in the account *Maintenance of Hydraulic Power Works* in class C.

Maintenance of Power Plant Auxiliary Equipment.

Charge this account with the expense of all labor and supplies incurred in repairs to the hydraulic power plant auxiliary equipment, including power transmission equipment such as shafting, belting, rope and cable drives, clutches, pulleys and idler wheels, motors, hoists, cranes, blacksmiths' and machinists' tools and all other accessory equipment other than hand tools, the cost of which is to be included in OPERATING EXPENSES.

NOTE:—If electrical energy is also generated at the station by other than hydraulic power, the cost of maintaining power plant auxiliary equipment used for the joint benefit of the different methods of generation, will be apportioned over the appropriate MAINTENANCE accounts in the respective classes of POWER accounts.

NOTE:—This account is included in the account *Maintenance of Power Plant Equipment* in class C.

Maintenance of Generators.

Charge this account with the expense of all labor and supplies incurred in repairing generators, alternators and other electric generating apparatus driven by hydraulic power and also with the repairs to rotaries and motor-generator sets, exciters, etc., when not installed in connection with the transmission system.

NOTE:—This account is included in the account *Maintenance of Power Plant Equipment* in class C.

Maintenance of Auxiliary Power Plant Electrical Equipment.

Charge to this account the expense of all labor and supplies incurred in repairing electrical apparatus at the hydraulic power generating plant not included in the account *Maintenance of Generators.* This includes bus-bars, regulators, cables, switchboards and other power plant electrical equipment such as circuit breakers, switches, ammeters, voltmeters, wattmeters, etc., together with their special foundations and settings and the terminal board. The maintenance of special high tension transmission equipment at the power plant such as high tension bus-bars, high tension switchboards, high tension switches, high tension current transformers, high tension lightning arresters, high tension potential transformers, high tension reactive coils, high tension choke coils, high tension grounding devices and resistances, high tension raising and lowering transformers, etc., shall also be charged to this account. The maintenance of wiring for lighting the hydraulic power plant will not be charged to this account but to the account *Maintenance of Power Plant Buildings, Fixtures and Grounds.*

NOTE:—If energy is also generated at the station by other than hydraulic power the maintenance of all apparatus used for the joint benefit of the several methods of generation will be apportioned over the appropriate MAINTENANCE accounts in the respective classes of POWER accounts.

NOTE:—This account is included in the account *Maintenance of Power Plant Equipment* in class C.

Maintenance of Power Plant Buildings, Fixtures and Grounds.

Charge this account with the expense of all labor and material incurred in repairing buildings and structures, including permanent foundations for apparatus, used exclusively for the generation of electrical energy by hydraulic power, and out-buildings, tool houses, etc.

NOTE:—If current is also generated by other than hydraulic power, the maintenance of buildings, fixtures and grounds used for the joint benefit of the several methods of generation will be apportioned over the appropriate MAINTENANCE accounts in the respective classes of POWER accounts.

4. STEAM GENERATION (APPORTIONMENT ACCOUNT).

Operating Labor.

Charge this account with all operating labor employed in connection with the generation of steam. This account will be charged with the salaries of superintendent of boiler house, boiler house foreman, firemen, helpers, shovelers, weighers, feed-pump men, stokers, water purification labor, blowing flues, cleaning boilers, labor employed at the boiler plant in handling coal and ashes, boiler plant, janitors, watchmen, etc. If the general superintendent of the power plant has charge of the boiler plant, a proportion of his salary will be charged to this account. Exclude maintenance labor.

Fuel for Steam.

Charge to this account all fuel used for steam, whether coal, oil, gas or other fuel, at the cost f. o. b. point of delivery at plant for storage.

This includes the invoice cost of the fuel, freight, switching, demurrage, cost of unloading from cars or boats to wagons and cartage to point of delivery at the plant for storage.

Credit the *Fuel Stock* account with fuel as used.

Water for Steam.

Charge this account with the actual amount of water used for boiler feed and condensing purposes. If water is purchased, charge at the contract price or the meter rate. If water is pumped by the accounting utility, charge here the cost of pumpage. Water for fire protection and general purposes should not be charged to this account.

Miscellaneous Steam Supplies and Expenses.

Charge to this account all operating supplies and expenses at the boiler plant not chargeable to the preceding accounts, as boiler room records, boiler compounds, boiler inspection, water purification supplies and expenses, water for fire protection and general use, light and heat at the boiler plant, telephone service, hose, packing, gaskets, boiler hand tools, lubricants, gauge glasses, etc.

Maintenance of Boilers and Boiler Auxiliary Equipment.

Charge this account with all expense of labor and material used in repairing furnaces and boilers, special boiler foundations and settings, iron and steel smoke-stacks, feed pumps, water feed pipe, injectors, economizers, water heaters, superheaters, valves, grates, flues, mechanical stoker equipment, boiler room piping from the boiler to the engine throttle valve, steam exhaust system, boiler water supply mains, pumping equipment and similar auxiliary equipment.

NOTE:—This account is included in the account *Maintenance of Boiler Plant Equipment* in class C.

Maintenance of Coal and Ash Handling Equipment.

Charge this account with all expense of labor and material incurred in repairing coal and ash conveyors in the boiler plant, embracing trolley and cable towers, crushers, belt links, wheels, chutes and gates, conveyor cars, winches, motors, buckets, shafts, chains, etc.

NOTE:—This account is included in the account *Maintenance of Boiler Plant Equipment* in class C.

Maintenance of Boiler Plant Buildings, Fixtures and Grounds.

Charge to this account all expense of labor and material incurred in repairs to buildings, fixtures and grounds, including permanent foundations for apparatus, used exclusively for the generation of steam. If the boiler plant equipment is housed in one of the general works buildings, the repairs to such building will be apportioned so as to charge to this account the proper proportion of the total cost of repairs to such jointly occupied building.

5. POWER GAS PRODUCTION (APPORTIONMENT ACCOUNT).

Gas Producer Operating Labor.

Charge this account with all operating labor engaged in the production of power gas, including the handling of fuel from the storage pile to the gas generator building and the handling of residuals from said building to the point where residuals are placed when removed from the building. Exclude maintenance labor.

Gas Producer Fuel.

Charge this account with the cost of all fuel used for producing gas for power purposes at the cost f. o. b. point of delivery at the plant for storage and crediting the appropriate stock account with the fuel as used.

Gas Producer Water.

Charge this account with the cost of all water used in the production of gas for power purposes. If water is purchased, charge at the contract or meter rate. If water is pumped by the accounting utility, charge here the cost of pumpage.

Miscellaneous Gas Producer Supplies and Expenses.

Charge this account with the cost of all operating supplies and expenses incurred in the production of gas for power purposes not chargeable to any of the preceding gas power production operating accounts. Exclude maintenance supplies.

Maintenance of Gas Producers and Gas Producer Equipment.

Charge this account with the expense of all labor and material incurred in repairing apparatus used for the production of gas to be used for power purposes in the generation of electric energy. Also charge with the cost of repairing gas conductor and exhaust pipe and other auxiliary gas producer apparatus. This includes producers, economizers, regenerators, vaporizers, steam injectors, scrubbers, exhauster outfits, cells, specially provided boilers and pumps, flues and pipe, blower engines, holders, and all similar auxiliary equipment.

NOTE:—This account is included in the account *Maintenance of Gas Producer Equipment* in class C.

Maintenance of Coal and Ash Handling Equipment.

Charge this account with the expense of all labor and material incurred in repairing coal and ash conveyors in the power gas production plant, embracing trolley and cable towers, crushers, belt links,

wheels, chutes and gates, conveyor cars, winches, motors, buckets, shafts, chains, etc.

NOTE:—This account is included in the account *Maintenance of Gas Producer Equipment* in class C.

Maintenance of Gas Producer Buildings, Fixtures and Grounds.

Charge to this account the expense of all labor and material incurred in repairs to buildings, fixtures and grounds, including permanent foundations for apparatus, used exclusively for the production of power gas to be used in the generation of electric energy. If the gas producer apparatus is housed in one of the general power plant buildings, the repairs to such buildings, fixtures and grounds will be apportioned so as to charge to this account the proper proportion of the total cost of repairs to such jointly occupied buildings.

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B. Operation of Cars.

Superintendence of Transportation.

Charge this account with the salaries, and office and traveling expenses of officers and assistants when directly in charge of transportation, superintendent of transportation, division superintendents, their assistants and aids; trainmasters, train dispatchers, car starters, inspectors, instructors, and others employed in superintending trans-

portation; cost of supplies used by employes whose salaries are charged to this account; office rent, cost of repairing rented offices, and miscellaneous office expenses when separate offices are maintained by officers whose salaries are charged to this account.

NOTE:—No portion of the expenses of general offices should be charged to this account.

NOTE:—When employes enumerated above are engaged in work not chargeable to TRANSPORTATION EXPENSES, their salaries and expenses should be charged to the specific work on which engaged. If any such employes have supervision over other departments also, their salaries and expenses should be apportioned in accordance with the service rendered among the departments over which they have jurisdiction.

NOTE:—Cost of secret service inspection should be charged to the account *Miscellaneous Car Service Expenses.*

Wages of Passenger Conductors, Motormen and Trainmen.

Charge this account with the wages of conductors, motormen, and other trainmen engaged in passenger service.

NOTE:—This account is included in the account *Wages of Conductors, Motormen and Trainmen* in class C.

Wages of Freight and Express Conductors, Motormen and Trainmen.

Charge this account with the salaries and wages of conductors, motormen, and other trainmen engaged in freight, express and mail service.

NOTE:—This account is included in the account *Wages of Conductors, Motormen and Trainmen* in class C.

Wages of Miscellaneous Car Service Employes.

Charge this account with the salaries and wages of transfer agents, switch tenders, flagmen, watchmen, trail-car couplers, bridge tenders, and other miscellaneous car service employes.

NOTE:—This account is included in the account *Miscellaneous Car Service Employes and Expenses* in class B and in the account *Miscellaneous Transportation Expenses* in class C.

Miscellaneous Car Service Expenses.

Charge this account with all expenditures for lubricants and waste for cars and electric equipment of cars; incandescent lamps, oil, and other supplies for lighting cars; supplies for cleaning cars; fuel for heating cars; tools and other materials and supplies, except such as are used for repairs or renewals of cars or electric equipment of cars; cost of tickets, transfers, and baggage checks; secret inspection; conductors' books; punches; portable registers; tools for motormen; car service employes' badges and uniforms, and all other car service supplies and expenses.

Similar expenditures for locomotives and electric equipment of locomotives should be charged to this account.

NOTE:—This account is included in the account *Miscellaneous Car Service Employes and Expenses* in class B and in the account *Miscellaneous Transportation Expenses* in class C.

Wages of Station Employes.

Charge this account with the salaries and wages of station master, freight, express, ticket, baggage, and other station agents; announcers;

station gatemen; choppermen; platform men; janitors, porters, watchmen, and other station employes; warehousemen; freight house foremen; truckmen, checkmen, and other express and freight house employes.

NOTE:—This account is included in the account *Wages of Station Employes and Station Expenses* in class B and in the account *Miscellaneous Transportation Expenses* in class C.

Miscellaneous Station Expenses.

Charge this account with all expenditures for heating and lighting stations, waiting rooms, freight houses, and other station buildings; rent of station buildings; furniture, tools, and implements for handling freight and baggage; station employes' uniforms and badges; water, ice, and all other station expenses.

NOTE:—This account is included in the account *Wages of Station Employes and Station Expenses in* class B and in the account *Miscellaneous Transportation Expenses* in class C.

Wages of Carhouse Employes.

Charge this account with all salaries and wages of carhouse foremen; watchmen; car placers; car shifters; car, motor, and brake inspectors; car cleaners; lamp and headlight tenders; car oilers; car-

stove firemen; trolley oilers, and other carhouse employes not engaged in making repairs or renewals.

NOTE:—The cost of labor used in shifting trucks and electric equipment should not be charged to this account but to the accounts *Maintenance of Revenue Passenger and Combination Cars, Maintenance of Revenue Freight, Express and Mail Cars, Maintenance of Revenue Locomotives, Maintenance of Electric Equipment of Revenue Cars, Maintenance of Electric Equipment of Revenue Locomotives, or Maintenance of Utility Equipment* as determined by the nature of the work in question.

NOTE:—This account is included in the account *Wages of Carhouse Employes and Carhouse Expenses* in class B and in the account *Miscellaneous Transportation Expenses* in class C.

Miscellaneous Carhouse Expenses.

Charge this account with the cost of fuel, light, water, ice, and all other carhouse supplies and expenses.

NOTE:—This account is included in the account *Wages of Carhouse Employes and Carhouse Expenses* in class B, and in the account *Miscellaneous Transportation Expenses* in class C.

Operation of Signal and Interlocking Systems.

Charge this account with the salaries and wages of employes engaged in operating signal and interlocking systems covering the movement of cars, such as towermen, signalmen, levermen, and lampmen; cost of supplies used in operating signal and interlocking systems;

cost of fuel, water, light, and supplies for signal offices; also rent of appliances for signal and interlocking systems.

NOTE:—This account is included in the account *Operation of Signal, Interlocking, Telephone and Telegraph Systems* in class B and in the account *Miscellaneous Transportation Expenses* in class C.

Operation of Telephone and Telegraph Systems.

Charge this account with the salaries and wages of telephone and telegraph operators; cost of chemicals and other supplies for telephone and telegraph service; payments for use of telephone and telegraph lines, and other telephone and telegraph expenses in connection with transportation.

NOTE:—Repairs and renewals of telephone and telegraph systems should not be charged to this account but to the account *Maintenance of Telephone and Telegraph Systems.*

NOTE:—The cost of telephone service for general office purposes should be charged to the account *Miscellaneous General Expenses,* if such amount is not distributed. If the carrier operates a private branch exchange, charge the cost of the operation of such exchange to the account *Miscellaneous General Expenses.*

NOTE:—This account is included in the account *Operation of Signal, Interlocking, Telephone and Telegraph Systems* in class B, and in the account *Miscellaneous Transportation Expenses* in class C.

Express and Freight Collection and Delivery.

Charge this account with the salaries and wages of drivers and helpers employed on wagons which are used for the collection and

delivery of express matter; amounts paid for handling express matter in wagons or other vehicles, and other expenses incident to the collection and delivery of express matter not included in the account *Operation of Utility Equipment*, or the account *Maintenance of Utility Equipment*.

NOTE:—This account is included in the account *Miscellaneous Tranportation Expenses* in class C.

Loss and Damage.

Charge this account with all expenditures for loss, damage, delays, and destruction of freight, express, and baggage entrusted to the carrier for transportation, and all expenses directly incident thereto.

NOTE:—This account is included in the account *Miscellaneous Transportation Expenses* in class C.

Miscellaneous Transportation Expenses.

Charge this account with the cost of getting derailed cars on track and removing obstructions and wreckage, and all other expenses in connection with conducting transportation not properly chargeable to other accounts.

NOTE:—This account is included in the account *Miscellaneous Transportation Expenses* in class C.

V. GENERAL.

Salaries of General Officers.

Charge this account with the salaries of general officers including the president, vice-presidents, secretary, treasurer, comptroller, auditor, general manager, and all other officers whose jurisdiction extends over the entire business and whose services are not chargeable to any particular department.

NOTE:—This account is included in the account *General Office Salaries* in class C.

Salaries of General Office Clerks.

Charge this account with the salaries of all clerks and assistants connected with the general offices, except such as may be directly engaged in other departments, in which case their compensation should be charged to such department directly. Where general office clerks also perform services for other departments, their compensation will be apportioned accordingly and charged to the respective departmental accounts.

NOTE:—This account is included in the account *General Office Salaries* in class C.

General Office Rent.

Charge this account with all rent paid for general offices.

NOTE:—This account is included in the account *General Office Supplies and Expenses* in class B, and in the account *Miscellaneous General Expenses in class C.*

Miscellaneous General Office Supplies and Expenses.

Charge this account with the cost of all office supplies and expenses, newspapers and periodicals, messenger and janitor service, directories, telegrams, exchange on remittances, etc. Charge also with the cost of books, stationery, telephone, etc., if it is desired to distribute such expenses.

NOTE:—This account is included in the account *General Office Supplies and Expenses* in class B, and in the account *Miscellaneous General Expenses* in class C.

Law Expenses—General.

Charge to this account all law expenses except those incurred in connection with the defense and settlement of injury and damage claims. Charge with salaries and expenses of counsel, solicitors and general attorneys, their clerks and attendants, etc. Charge also with the cost of law books, printing briefs, legal forms, testimony, reports, fees and retainers of general counsel and attorneys, court costs, and payments of specific notarial and witness fee, expense of taking depositions and other general law and court expenses. Expenses of arbitrators of disputed points will also be charged to this account.

NOTE:—Salaries, fees and retainers of counsel and attorneys engaged in the defense and settlement of injury and damage suits will be charged to the account *Injuries and Damages.*

NOTE:—This account is included in the account *Miscellaneous General Expenses* in class C.

Miscellaneous General Expenses.

Charge this account with the cost of all miscellaneous general expenses, embracing such items as publishing annual reports in news-

papers, advertising notices of stockholders' meetings, dividend notices and other corporate and financial notices of a general character; traveling expenses of the general officers and others connected with the general office, association dues, expenses attending conventions and meetings; subscriptions, donations and gratuities; fees of transfer agents, registrars of stock and fiscal agents; directors' fees, and contingent expenses of management not otherwise provided for.

NOTE:—This account is included in the account *Miscellaneous General Expenses* in class C.

Railroad Commission Expenses.

Charge this account with all fees, retainers and expenses of counsel, solicitors, attorneys, clerks, attendants, expert witnesses, and others whose services are secured in the defense and prosecution of all petitions and other transactions before the Railroad Commission of Wisconsin. Expenses which are made necessary by rules, regulations and orders of the Commission, as improvement of service, additional inspection, etc., will not be charged to this account, but to the appropriate departmental OPERATING EXPENSE account.

Maintenance of General Office Equipment.

Charge this account with the expense of all labor and material incurred in the repair of the general office equipment, including furniture and furnishings, office apparatus and appliances.

NOTE:—This account is included in the account *Maintenance of General Office Equipment and General Office Buildings, Fixtures and Grounds* in class C.

Maintenance of General Office Buildings, Fixtures and Grounds.

Charge this account with the expense of all labor and material incurred in the repair of the general office buildings, fixtures and grounds, including elevators, vaults, heating and lighting fixtures, and appurtenant sidewalks, lawns, fences, drives, etc.

NOTE:—This account is included in the account *Maintenance of General Office Equipment and General Office Buildings, Fixtures and Grounds* in class C.

VI. UNDISTRIBUTED.

The undistributed accounts included in this group may be treated as ledger accounts and the total charges so shown in the annual report to the Railroad Commission, or railways may distribute the total of the accounts over certain of the other departmental OPERATING EXPENSE accounts, charging the latter with such proportions of the total of each undistributed account as appears reasonable and just in the premises. Wherever these accounts are distributed over the accounts for whose benefit the expenses have been incurred, the details of such clearing operations shall be reported in the annual report to the Railroad Commission, showing the total of each of the distributed accounts, the accounts into which they were closed, together with the amount closed into such accounts, in order that such amounts may be deducted by the Railroad Commission for purposes of analytical comparison.

Injuries and Damages.

Charge this account with all damages to or destruction of property other than that owned by the railway, charging with the cost of restoring the property less insurance or legal damages allowed, and with all expenses incident to injury and death to employes and other persons for whose injury or death the railway is held liable or in the settlement of which claim allowances are made. This embraces judgments for damages and plaintiff's court costs; proportion of salaries and expenses or fees of physicians and surgeons, expenses of undertakers, nurses and hospital attendants; medical and surgical appliances; contributions to hospitals; transportation of injured persons; and wages and salaries paid to employes while disabled. The salaries and expenses of the railway's claim agents, adjusters, and their assistants, will be charged to this account. The compensation of general solicitors and counsel of the railway or other attorneys while engaged in the defense and settlement of damage suits will be charged to this account. If it is desired to open an *Injuries and Damages Reserve* and to make charges against operating expenses on account of the injuries and damages on some arbitrary basis, the amount so charged shall be credited to the account *Injuries and Damages Reserve*, and the actual expenditures for the purposes above enumerated shall be charged against such reserve account.

Railways are at liberty to subdivide this account to show the following expenses:

a. Injuries to Persons.

b. Damages to Property.

Where such subdivisions are not made, the charges to this account should be so made as to admit of their separation over such two subdivisions when called for by the Railroad Commission.

NOTE:—This account does not include the expenses incurred in connection with the settlement of claims for loss, damage, or delay of goods intrusted for transportation. See the account *Loss and Damages.*

Insurance.

Charge to this account all premiums paid to insurance companies for fire, casualty, boiler, fidelity, burglar and all other insurance. If it is desired to open an *Insurance Reserve*, all amounts set aside for insurance and charged against OPERATING EXPENSES should be credited to such *Insurance Reserve*.

Stationery and Printing.

Charge to this account all expenses for stationery and printing, stationery supplies and postage, blanks, books, records, etc., except as hereinafter provided for. The cost of printing briefs and other legal papers should be charged to the account *Law Expenses—General* or *Injuries and Damages*. The cost of printing tickets, transfers and baggage checks should be charged to the account *Miscellaneous Car Service Expenses*. The cost of printing signs, posters, and other advertising matter should be charged to the account *Advertising*.

Operation of Stores Department.

Charge this account with the total expense incurred in operating the railway's stores department, including salaries and wages of purchasing agent and his staff, stockkeeper and his staff, clerks and other employes in the stock rooms and storage yards, and such expenses as store room and store yard rent, light, heat, etc.

NOTE:—This account is included in the account *Stores Expenses* in class C.

Maintenance of Stores Department Buildings, Fixtures and Grounds.

Charge this account with all labor and expenses incurred in repairing stores department buildings, fixtures and grounds, including storehouses, coal sheds, oil sheds, etc.

NOTE:—This account is included in the account *Stores Expenses* in class C.

Operation of Utility Equipment.

Charge this account with all expenses incurred in operating utility equipment, including salaries and wages of stable employes, drivers, teamsters, chauffeurs, employes operating industrial tramways and other utility apparatus, together with such expenses as water for stable use, feed, bedding, axle grease, blankets, shoeing horses, expense of stabling, gasoline, kerosene, and other equipment supplies of a similar character.

NOTE:—This account is included in the account *Utility Equipment Expenses* in class C.

Maintenance of Utility Equipment Buildings, Fixtures and Grounds.

Charge this account with all labor and expenses incurred in repairing utility equipment buildings, fixtures and grounds, including stables, barns, utility equipment storage structures, stable yards, fences, etc.

NOTE:—This account is included in the account *Utility Equipment Expenses* in class C.

Rent of Tracks and Terminals.

This account includes all payments to other companies for rent or use of their tracks, whether on the basis of a fixed charge per month or per year, or a proportion of interest on valuation, or a proportion of expenses incurred in maintaining and operating such tracks, or on a car-mileage basis, or a charge per car or passenger, or by any other arrangement. Also payments for use of facilities at terminal points, including main and other tracks, and freight house facilities, proportion of expenses of handling freight, union station facilities, etc.

Rent of leased lines no longer operated by the lessor company is not considered an operating expense, and should, therefore, not be charged to this account, but treated as a deduction from income under *Rents of Leased Lines.*

Rent of Equipment.

This account includes payments to other companies for rent or use of their cars, electric equipment of cars, and other equipment.

DEPRECIATION.

Every electric railway shall carry a proper and adequate *Depreciation Reserve* to cover the full replacement of all tangible capital in service. There shall be opened a *Depreciation Account* to which shall be charged monthly, crediting the *Depreciation Reserve*, an amount equal to one-twelfth of the estimated annual depreciation of the tangible capital in service of the railway, or as near that amount as the finances of the property will permit. Tangible capital comprises all land and its improvements and all interest in land the term of enjoyment of which is one year or more from the date of grant, buildings and structures and all equipment, facilities and apparatus used and useful in the operation of the railway and having an expectation of life in service of more than one year. Hand and other small portable tools, because of their liability to loss and theft, are to be treated as part of the OPERATING EXPENSES of the year in which they were purchased. The estimate here required shall be made upon a rule designed to effect by its uniform application during the life of the tangible capital in service, a charge into OPERATING EXPENSES of the total original cost of such capital, less its salvage or scrap value upon retirement.

When any building, structure, machine, facility or unit of equipment which at the time of its construction or installation was classified as tangible capital becomes through wear and tear economically irreparable, the substitute therefor, having substantially no greater capacity than the unit for which it was substituted, shall be charged against the *Depreciation Reserve*.

When, however, the building, structure, machine, facility or unit substituted has a substantially greater capacity than that for which it was substituted, the cost of the substitution of one of the same capacity as the unit replaced shall be charged to the *Depreciation Reserve*, and the remaining cost of the actual substitution shall be charged to the appropriate CONSTRUCTION AND EQUIPMENT ACCOUNT. The details of the deduction on account of *Depreciation* and the basis thereof will be called for in the annual report to the Railroad Commission.

CONTINGENCIES (EXTRAORDINARY).

When the property of the carrier is visited by an extraordinary casualty of such a nature as to be beyond anticipation through the exercise of ordinary and reasonable prudence, and of such a nature as not to be contained in the provision for depreciation, as earthquakes, floods, cyclones, etc., resulting in irreparable damage, there may be charged to this account the original cash cost of such irreparably damaged property, less the salvage or scrap value and irreparable wear and tear from use accrued thereto. When the amount of such damage or loss is considerable, there may be set up an *Extraordinary Casualties Suspense Account*, to which shall be credited monthly the amount charged to the account *Contingencies (Extraordinary)* until the total loss or damage caused by such casualty shall be wiped out through OPERATING EXPENSES.

All ordinary casualties, that is, those which occur with such uniformity and frequency that the principles of insurance are applicable thereto, must be provided for by suitable charges to the *Insurance Reserve*, set up and maintained for such losses, or are considered as included in the provision for depreciation, or constitute an item of current maintenance.

TAXES.

This account shall cover all taxes chargeable against the electric railway. Where the reporting carrier is also engaged in transactions outside the scope of its duties as a railway, this account shall be subdivided into the following two sub-accounts, to be maintained separately:

a. Taxes Chargeable Against Electric Railway.

b. Taxes Chargeable to Non-Operating Transactions.

To each such tax account there shall be charged monthly the amount

of taxes accrued during the month and such amount shall be credited to the account *Taxes Accrued* (or *Prepaid Taxes*, if such taxes are prepaid) or the appropriate subdivision of such accounts. The amount of taxes accrued during any month shall, when the levy is unknown, be estimated and when the levy is finally determined the estimate shall be corrected in the provision for taxes during the remainder of the year. For example, if at the beginning of the tax year the taxes against the carrier are estimated to be $600 for the year, the monthly charge on account of such tax will be $50, crediting the same to the *Taxes Accrued Account* or *Prepaid Taxes*, as the case may be, until the amount of the levy becomes definitely known. If during the fifth month it is found that the levy for the year is $640 instead of $600, there will already have been charged for four months the $50 per month, leaving $440 to be charged during the remainder of the year, or $55 for the fifth month and each succeeding month during the remainder of the year.

Such taxes as pertain to two or more utility services, or to operating and non-operating transactions alike, shall be apportioned with regard to such departments or subdivisions upon a basis which appears reasonable and just, such basis to be reported in the annual report to the Railroad Commission.

DEDUCTIONS FROM GROSS INCOME.

CONTRACTUAL ACCOUNTS.

Interest on Funded Debt.

Charge this account monthly with all the interest accrued on the outstanding funded indebtedness of the electric railway. Credit such monthly charge to the account *Unmatured Interest on Funded Debt Accrued.* When the interest has matured, charge it to the account *Unmatured Interest on Funded Debt Accrued* and credit the account *Matured Interest on Funded Debt Unpaid.* When such interest is paid, charge the account *Matured Interest on Funded Debt Unpaid* and credit *Cash* or the coupon deposit account.

Interest on Real Estate Mortgages.

Charge this account monthly with all the interest accrued on outstanding obligations of the electric railway secured by real estate mortgages. Credit such monthly charge to the account *Unmatured Interest on Funded Debt Accrued* (mortgage obligations with respect to this account being considered as funded if they do not mature until more than one year after the date of issue). When the interest has matured charge it to the account *Unmatured Interest on Funded Debt Accrued* and credit the account *Matured Interest on Funded Debt Unpaid.* When such interest is paid, charge the account *Matured Interest on Funded Debt Unpaid* and credit *Cash* or other appropriate account.

Interest on Floating Debt.

Charge this account monthly with the interest accruing on all unfunded or floating obligations on which the electric railway is liable. Credit such monthly charges to the account *Unmatured Interest on Notes and Bills Payable Accrued.* When the interest has matured, charge it to the account *Unmatured Interest on Notes and Bills Payable Accrued* and credit the account *Matured Interest on Notes and Bills Payable Unpaid.* When such interest is paid, charge the account *Matured Interest on Notes and Bills Payable Unpaid* and credit *Cash* or other appropriate account.

Contractual Sinking Fund Requirements.

Charge to this account monthly all accruals required to be made by the railway to sinking funds in accordance with the provisions of trust deeds, mortgages or other contracts requiring the establishment of sinking funds. Such charges will be credited to the *Sinking Fund Reserve.* All accruals to reserves or other funds, created voluntarily by the railway and not in pursuance of the provisions of any mortgage or other contract or of the requirements of law, shall be excluded therefrom.

BALANCE SHEET ACCOUNT

BALANCE SHEET FORM FOR REPORT.

ASSETS.

Classes A, B and C.

PROPERTY AND PLANT:

Cost Beginning of Year.
Construction and Equipment Current Year.
Cost Close of Year.

TREASURY SECURITIES:

Treasury Stock.
Treasury Bonds.

INVESTMENTS:

Stocks and Bonds of Other Companies.
Other Investments.

RESERVE, SINKING AND SPECIAL FUND ASSETS:

Depreciation Reserve Fund.
Sinking Fund.
Amortization Reserve Fund.
Special Funds.

CURRENT ASSETS:

Cash.
Notes and Bills Receivable.
Accounts Receivable.
Interest and Dividends Receivable.
Materials and Supplies.
Sundry Current Assets.

PREPAID ACCOUNTS:

Prepaid Insurance.
Prepaid Taxes.
Prepaid Interest.
Sundry Prepaid Accounts.

Open Accounts.
Deficit.

BALANCE SHEET FORM FOR REPORT—(Concluded).

LIABILITIES.

Classes A, B and C.

CAPITAL LIABILITIES:

- Capital Stock Preferred.
- Capital Stock Common.
- Funded Debt.

MORTGAGE LIABILITIES:

- Real Estate Mortgages.
- Other Mortgages.

CURRENT LIABILITIES:

- Notes and Bills Payable.
- Accounts Payable.
- Matured Interest on Funded Debt Unpaid.
- Matured Interest on Notes and Bills Payable Unpaid.
- Dividends Unpaid.
- Deposits.
- Sundry Current Liabilities.

ACCRUED LIABILITIES:

- Insurance Accrued.
- Taxes Accrued.
- Unmatured Interest on Funded Debt Accrued.
- Unmatured Interest on Notes and Bills Payable Accrued.
- Unredeemed Tickets.
- Dividends Accrued.
- Sundry Liabilities Accrued.

Open Accounts.

RESERVE, SINKING AND SPECIAL FUND LIABILITIES:

- Depreciation Reserve.
- Sinking Fund.
- Amortization Reserve.
- Special Funds.

Surplus.

DETAILED ACCOUNTS WITH TEXT.

CONSTRUCTION AND EQUIPMENT ACCOUNTS.

INTANGIBLE CAPITAL.

Organization.

Charge to this account all fees paid to governments for the privilege of incorporation and all fees and other expenditures incident to organizing the electric railway. This includes the cost of preparing and distributing prospectuses, cost of soliciting subscriptions for stock (but not for loans nor for the purchase of bonds or other evidences of indebtedness), cash fees paid to promoters, and the actual cash value at the time of organization of securities paid to promoters for their services in organizing the enterprise, attorney's fees, cost of preparing and issuing certificates of stock, and cost of procuring certificates of convenience and necessity from the Railroad Commission, and other similar expenses. This account shall not be charged with any discounts on securities issued, nor shall it include any costs incident to negotiating loans or selling bonds or any other evidence of indebtedness. Expenses incident to an increase of the capital stock, and the negotiation and sale of stock thereunder, and expenses of preparing and filing certificates of amendment to the articles of incorporation, shall be charged to this account.

Franchises.

Charge to this account the actual amount paid to the state or to a political subdivision thereof in consideration for any franchise deemed

necessary to the conduct of the electric railway. If any such franchise is acquired by purchase, the charge to this account, in respect thereof, shall not exceed the amount so actually paid therefor by the electric railway to its assignor. If any franchise has a life of not more than one year after the day when it is placed in service or in effect, it shall not be charged to this account but to the appropriate OPERATING EXPENSE account. Expenses in procuring franchises covering additional territory to be operated as a part of the existing system may be charged to this account. Payments made to state authorities or to any subdivision thereof, in consideration for granting extension of any franchise having a life in service of more than one year from the date of the grant, shall be considered as a renewal. If the franchises cover separate and distinct new enterprises, payments therefor shall be classed as original and charged to this account.

Rights, Licenses, Etc.

Charge to this account the cost of all rights, licenses and other intangible assets having a life of more than one year from the date when placed in service, acquired by the railway in or under valid patent grants by the United States to inventors for inventions and discoveries which are necessary or valuable to the economical conduct of the railway business. If such right is extended to cover a further period of time than that covered by the original grant, the cost of such extension shall be classed as a renewal. A patent right acquired for use in an existing system and necessary to the economical operation thereof, shall be classed as an addition.

NOTE:—Railways are at liberty to open sub-accounts showing the total cost of any class of rights or single patent.

TANGIBLE CAPITAL.

Land Used in Operation of Property.

Right of Way.

Charge to this account the cost of land acquired for roadbed; expenses of appraisals, or juries, commissioners, or arbitrators in condemnation cases; cost of removal of buildings (if upon right of way, and not included in property purchased); commission paid outside parties for purchase of properties for these purposes; cost of plats, abstracts, notarial fees, recording deeds, etc., and payments for abutting damages.

NOTE:—The estimated value of property not required in connection with the operation of the railway after completion thereof, but acquired and charged to this account in connection with land needed for right of way, should, upon completion of the road, be credited to this account and charged to an appropriate property account. Where such property is sold upon or prior to the completion of the railway, the proceeds of sale thereof should be credited to this account.

NOTE:—Cost of buildings and other improvements must not be included in this account.

Other Land Used in Electric Railway Operation.

Charge to this account the cost of all land used and useful in the operation of the railway, the term of enjoyment of which is over one year from the grant thereof. The cost of land shall include the purchase price, the cost of registration of title, cost of examination of title, surveyors' and notaries' fees and taxes accrued to date from transfer of title, and all liens upon title acquired; also the cost of obtaining consents and payments for abutting property damages. The cost of any buildings, fixtures and improvements made to the land purchased must not be charged to this account or any subdivision thereof. If at the time of acquisition of any interest in land it extends to buildings or other improvements thereon, which improvements are devoted by the railway to its railway service, and the

contract of acquisition does not determine the price of such buildings or improvements, they shall be appraised at their fair cash value for use in such operations, and such appraised value shall be charged to the proper BUILDINGS, FIXTURES AND GROUNDS account and excluded from the LAND account. If such improvements are not devoted to railway operations, but are held as investment, the cost (or appraised value if the cost is not determined by the contract) shall be charged to an appropriate INVESTMENT account. Railways are at liberty to subdivide this account in order to show the cost of land devoted to particular purposes in the operation of the railway service, as follows: *Power Plant Land, Substation and Transformer Station Land, Storage Battery Land, General Office Land*, etc.

Roadway.

Grading.

Charge this account with the cost of grading roadbed, whether excavation or embankment; reconstructing pikes or roads; ditching roadbed; and ditches for waterways. This account should include the cost of retaining walls and other masonry or riprap for the protection of embankments, cuts and slopes.

The cost of removing water and gas pipes, sewers, etc., preparatory to the construction of the roadbed or the underground system, shall be charged to this account.

Ballast.

Charge this account with the cost of ballast, whether of broken stone, slag, gravel, or other material specially provided for this purpose; also the cost of loading, hauling, and unloading alongside of track, and of transportation.

Ties.

Charge this account with the cost of cross, switch, bridge and other ties and railway crossing timbers laid in main and repair tracks, sidings, and spurs; in tunnels, stations, shop and other yards; on wharves, piers, track scales, inclines, bridges, trestles, culverts, in car houses, shops, and store houses, and on transfer tables and turntables. To this account should be charged also the cost of transportation, inspection, handling (except final distribution) and any process of preservation.

Rails, Rail Fastenings, and Joints.

Charge this account with the cost of all rails, rail fastenings, and joints in main and repair tracks, sidings, and spurs; in tunnels, stations, shop and other yards; on wharves, piers, track scales, inclines, bridges, trestles, culverts, in car houses, shops, and store houses, and on transfer table and turntables. Charge this account also with the cost of transportation, inspection, and handling (except final distribution).

Special Work.

Charge this account with the cost of special work, including steam and street railroad crossings, cross-overs, curves, frogs, run-offs, switches, switch-mates, and turn-outs. Charge also with the cost of transportation, inspection, and handling (except final distribution).

Paving.

Charge this account with the cost of all labor and material used for paving about tracks and special work and cross walks incidental to track construction.

Track Laying and Surfacing.

Charge this account with the cost of distributing, laying, spacing, and aligning ties; cost of laying, spiking, and jointing rails; surfacing and aligning track, and labor of placing frogs, switches and special work; cost of track tools; cost of spreading ballast and putting it under track; expenses of distributing track material, and cost of transportation of men, tools, appliances, and outfits used on this work.

Roadway and Track Tools.

Charge this account with the cost of the first outfit of tools, including hand and push-cars, velocipedes, speeders, etc., furnished section, bridge, carpenter, and other gangs properly to equip them to protect, maintain, and repair the property when it is open for the handling of commercial traffic.

Tunnels, Bridges, Trestles, Culverts and Subways.

Charge this account with the cost of tunneling, including such timber as may be used, cost of material used and labor expended in the construction of tunnels.

Charge to this account the cost of material used and labor expended in the construction of bridges, trestles, and subways constructed to carry tracks over or under streams, ravines, streets, or other railways, and culverts, together with the necessary substructure and superstructure, including transportation. Charge also with the cost of abutments, piers, supports, draw and pier protection; machinery to operate draw bridges, guard rails, masonry ends, and wing-walls for culverts; cost of inspection of bridge material; cost of tests; cost of wing-dams, cribs, and ice-breakers for regulating the current of a stream or breaking up ice jams; also labor and material used in painting structures.

NOTE:—This account should not be charged with the cost of the track through tunnels or of surfacing such track.

NOTE:—Any structure carrying tracks over other tracks, a stream, highway or canal, should be considered a bridge or culvert. The cost of structures carrying other tracks, canals, highways, etc., over the carrier's tracks, should be charged to the account *Crossings, Fences, Cattle Guards and Signs.*

Crossings, Fences, Cattle Guards and Signs.

Charge this account with the cost of material used and labor expended in constructing street, road, and farm crossings at grade; overhead bridges and viaducts; roadways of undergrade foot and wagon crossings; crossing gates and warning signals; cost of drainage and excavations for undergrade crossings; and payments and assessments for street repairs or sewers at crossings; right-of-way fences, snow and sand fences, cattleguards, wing fences, aprons, and hedges; mile, section, warning, and other roadway signs.

Interlocking and Other Signal Apparatus.

Charge to this account the cost of material used and labor expended in constructing interlocking and other signal apparatus complete, including apparatus for block signals of all classes.

Telegraph and Telephone Lines.

Charge to this account the cost of all material used and labor expended in constructing telegraph and telephone lines, including conduits, poles, cables, wires, and instruments; also labor employed in the construction work, cost of all tools used, and cost of transportation.

NOTE:—If telegraph or telephone wires are carried on poles and fixtures or in conduits used for other purposes, the cost of such poles and fixtures or conduits should be charged to the account *Transmission System* or to the account *Distribution System*, as the nature of the support determines.

Electric Line.

Transmission System.

Charge this account with the cost of all material used and labor expended in constructing the high tension transmission system, embracing all towers, poles, cross-arms, insulator pins, insulators and insulator material, braces, brackets and other pole fixtures and appliances, guys and other tower and pole supports, and all wire and cables constituting the transmission system between the point of electric generation or purchase and the point where it is lowered in voltage or changed as to kind or frequency for the purpose of railway use.

NOTE:—In electric railway operations, when the electric current generated (or received), is changed by means of (*a*) rotary converters or (*b*) motor generator sets or (*c*) static transformers (substation apparatus), that portion of the line (or outside conductor system) carrying current of other than the operating kind or voltage shall be classed as the *Transmission System.* Tie lines between generating stations and substations shall follow the same rule as other lines.

When the electric current is generated (or received) and used substantially unchanged in voltage and kind, the line (or outside conductor system), including feeders, trolley wire, booster circuits, and supplementary return (if any) shall be classed wholly as the *Distribution System.*

Distribution System.

Charge to this account the cost of material used and labor expended in constructing the distribution system, including overhead and underground feeders for transmitting low tension power from power stations and substations, including insulators, insulator pins and connections; track bonding, including track bonds, cost of punching and drilling rails for same; overhead trolley lines, including cost of trolley, guard, span, strain, supplementary, and other wires, and all caternary construction used in connection with overhead trolley systems; cost of third rail, braces and supports for same, insulating devices, material used for covering and protecting the same, and all fixtures and ap-

pliances connected with third-rail conductors. Charge also with the cost of all towers, poles, cross-arms, braces, brackets, and other pole fixtures and appliances, guys and other tower and pole supports, constituting the distribution system.

NOTE:—In electric railway operations, when the electric current generated (or received) is changed by means of (*a*) rotary converters or (*b*) motor generator sets or (*c*) static transformers (substation apparatus), that portion of the line (or outside conductor system) carrying current of other than the operating kind or voltage shall be classed as the *Transmission System*. The lines between generating stations and substations shall follow the same rule as other lines.

When the electric current is generated (or received) and used substantially unchanged in voltage and kind, the line (or outside conductor system) including feeders, trolley wire, booster circuits, and supplementary return (if any), shall be classed wholly as the *Distributing System*.

Buildings, Fixtures and Grounds Used in Operation of Property.

Stations, Waiting Rooms and Miscellaneous Way Buildings, Fixtures and Grounds.

Charge this account with the cost of material used and labor expended on stations, waiting rooms, and other miscellaneous buildings not provided for elsewhere in this classification, including cost of transportation; station signs, platforms, sidewalks, excavations, foundations, drainage; water, gas, and sewer pipes and connections; steam heating apparatus, stoves, electric light and power fixtures, including wiring for same; grading and putting grounds in order after buildings have been finished; elevators and permanent building vaults; wells for water supply at stations; salaries and expenses of architects; also costs of fences, hedges, turnstiles, etc., around station grounds.

NOTE:—This account does not include buildings for park and resort purposes, which should be charged to the account *Miscellaneous Buildings, Fixtures and Grounds;* nor does it include any portion of the cost of power plant buildings, general office buildings, shop buildings, etc.

Power Plant Buildings, Fixtures and Grounds.

Charge this account with the cost of all material used and labor expended in erecting buildings to be used as power generating plants. This account should be charged with the cost of excavations, foundations, drainage, gas and water pipes and connections, grading grounds, furniture and fixtures when permanently attached to and made a part of the buildings; the cost of piers and other foundations for machinery and apparatus which are designed as a part of the permanent construction of the building and independent of their use in connection with any particular kind of equipment; also the cost of architects' plans and the cost of superintendence of construction.

NOTE:—The cost of piers and foundations especially provided for particular units of equipment and not designed to outlast such equipment mounted thereon, shall be considered as a part of the machinery or equipment for which they were constructed.

NOTE:—Railways are at liberty to subdivide this account in order to show the cost of power plant buildings, fixtures and grounds for the different stations or methods of power generation, as follows:

a. Steam Power Plant Buildings, Fixtures and Grounds.
b. Hydraulic Power Plant Buildings, Fixtures and Grounds.
c. Gas Power Plant Buildings, Fixtures and Grounds.
d. Boiler Plant Buildings, Fixtures and Grounds.
e. Gas Producer Plant Buildings, Fixtures and Grounds.

Substation, Transformer Station and Storage Battery Buildings, Fixtures and Grounds.

Charge to this account the cost of all buildings, fixtures and grounds devoted to substation and transformer station uses and to storage battery purpses, including permanent foundations and settings for machinery and apparatus designed to constitute a part of the permanent structure and to outlast the apparatus or equipment mounted thereon, together with all appurtenant grading, walks, fences, drives, etc., and all fixtures permanently attached to such buildings and structures and made a part thereof.

General Office Buildings, Fixtures and Grounds.

Charge to this account the cost of all buildings, fixtures and grounds devoted to general office purposes of the railway and not includible in any of the departmental buildings accounts, also all fixtures permanently attached thereto and a part thereof, such as heating and plumbing systems, electric wiring, elevators, permanent building vaults, together with appurtenant walks, fences, drives, etc.

Shops and Car House Buildings, Fixtures and Grounds.

Charge this account with the cost of material used and labor expended in erecting all buildings to be used as shops, car sheds, or car houses; plants for furnishing power for heating and lighting the buildings; oil houses and sand houses; preparing grounds before and clearing up and grading after construction; foundations; painting; sewage systems; connections with water supply systems; architect fees for drawing plans and supervision of construction; and transportation and incidental expenses, together with the cost of appurtenant fences, walks, drives, etc.

Docks and Wharves.

Charge this account with the cost of material used and labor expended in constructing docks, wharves, ferry or other landings, and inclines to transfer steamers, including dredging.

NOTE:—The cost of grounds on which docks or wharves are built and of riparian or water front rights in connection therewith should be charged to the account *Other Land Used in Electric Railway Operations.*

Miscellaneous Buildings, Fixtures and Grounds.

Charge this account with the cost of all material used and labor expended in erecting all buildings not included in any of the preceding BUILDINGS, FIXTURES AND GROUNDS accounts. This includes the cost of stables and other utility equipment buildings, stores department buildings, buildings and structures in parks and resorts, etc. Railways are at liberty to subdivide this account in order to show the cost of buildings, fixtures and grounds devoted to any particular purpose.

Power Plant Equipment.

Accounts shall be opened as indicated below, to which shall be charged the cost of all equipment and apparatus used in the generation of electric energy, up to and including the station switchboard. It is designed that the cost of all apparatus and equipment shall be so charged and classified that the cost of all apparatus used in connection with the generation of electric energy by any particular motive power will be shown in the account covering such power plant equipment.

The following accounts will be set up:

Steam Power Plant Equipment.

Charge this account with the cost of all steam engines and turbines devoted to the production of electric energy, which shall be considered to include steam prime mover accessories as the throttle valve and the

governor, also condensers, air and circulating pumps and lubricating systems. Charge also with the cost of all electric generating apparatus driven by steam prime movers together with rotaries and motor-generator sets, exciters, etc., when not installed in connection with the transmission system. This includes the specially provided foundations and settings of such apparatus. Charge also with all accessory and auxiliary equipment in the steam power generating station, including belts and other transmission equipment, line and counter shafting, pulleys, bus-bars, regulators, station switchboards and equipment such as circuit breakers, switches, meters and their settings, together with special high tension transmission equipment at the steam power station as high tension bus-bars, high tension switchboards, high tension switches, high tension curent transformers, high tension lightning arresters, high tension potential transformers, high tension reactive coils, high tension choke coils, high tension grounding devices and resistances, high tension step-up and step-down transformers.

NOTE:—Railways desiring to do so may subdivide this account into the following:

a. Steam Engines and Turbines.
b. Generators.
c. Auxiliary Steam Power Plant Equipment.

Gas Power Plant Equipment.

Charge this account with the cost of all gas engines and turbines devoted to the generation of electric energy, including their foundations and settings, together with such gas prime mover accessories as the inlet valve, governor and igniting and starting apparatus. Charge also to this account the cost of all electric generating apparatus driven by gas power and rotaries and motor-generator sets, exciters, etc., when not installed in connection with transmission systems. This includes specially provided foundations and settings. Charge also with the cost of all electric equipment of the gas power generating station, embracing bus bars, regulators, station switchboards and equipment

as circuit breakers, switches, meters and settings and special high tension transmission equipment at such power station, as high tension bus-bars, high tension switchboards, high tension switches, high tension transformers, high tension lightning arresters, high tension potential transformers, high tension reactive coils, high tension choke coils, high tension grounding devices and resistances and high tension step-up and step-down transformers. Belts, shafting, pulleys and other power transmission equipment in the gas power plant will be charged to this account.

NOTE:—Railways desiring to do so may subdivide this account as follows:
a Gas Engines and Turbines.
b. Generators.
c. Gas Power Plant Auxiliary Equipment.

Hydraulic Power Plant Equipment.

Charge this account with the cost of all water wheels and turbines devoted to the generation of electric energy, including foundations and settings of such hydraulic equipment, their governors and all apparatus appurtenant thereto from the head gates and governors to the wasteways. Charge also with the cost of all electric generating apparatus driven by hydraulic power and rotaries and motor-generator sets, exciters, etc., when not installed in connection with transmission systems, together with their specially provided foundations and settings. Also charge this account with the cost of all electric equipment of the power plant embracing bus-bars, regulators, station switchboards and equipment as circuit breakers, switches, meters and their settings, head gates, motors and other electric apparatus and special high tension transmission equipment at the power plant, such as high tension bus-bars, high tension switchboards, high tension switches, high tension transformers, high tension lightning arresters, high tension potential transformers, high tension reactive coils, high tension choke coils, high tension grounding devices and resistances and high tension step-up and step-down transformers. Belts, pulleys, shafting and

other power transmission apparatus in the hydraulic power plant will be charged to this account.

NOTE:—Railways desiring to do so may subdivide this account as follows:
a. Water Wheels and Turbines.
b Generators.
c. Auxiliary Hydraulic Power Plant Equipment.

Boiler Plant Equipment.

Charge to this account the cost of all equipment devoted to the generation of steam. Charge with the cost of furnaces, boilers, their foundations and settings, boiler fittings, iron and steel smoke-stacks, feed pump, water feed pipe, injectors, economizers, water heaters, superheaters, valves, flues, steam pipes from the boilers to the engine throttle valves, steam exhaust system, boiler water purification equipment, mechanical stokers, cranes, coal and ash conveyors, steam traps, crushers, belt links, wheels, chutes and gates, conveyor cars, winches, motors, buckets, shafts, chains and similar auxiliary equipment in the boiler plant.

Gas Producer Equipment.

Charge to this account the cost of all equipment devoted to the production of power gas for the purpose of generating electric energy, including the foundations and settings of such producers and their accessories, embracing gas producers, economizers, regenerators, vaporizers, steam injectors, scrubbers, exhauster outfits, seals, appurtenant

boilers and pumps, flues and piping, blower engines, gas piping from producers to gas prime movers and to holders, producer gas holders, exhaust piping, etc.

Dams, Canals and Flumes.

Charge this account with the cost of all dams, canals, aqueducts, flumes and penstocks devoted to the utilization of water power and the delivery of the water to the inlet valve of the turbine or water wheel, also that of all waste-ways from the outlet of the draft tube to the point of final discharge. This includes all gates, valves, and other accessories of such dams, also waste-ways, sluices, forebays, grids, walls, fences, etc., for the protection of such canals, and pipe lines, and all trestles and other supporting structures; also all viaducts, bridges, foot-bridges, etc., over and accessory to or necessitated by such canals, aqueducts, and pipe lines.

Substation, Transformer Station, and Storage Battery Equipment.

Charge to this account the cost of all substation and transformer station equipment and apparatus, and all storage batteries and storage battery equipment, including such equipment as transformers, motor generator sets, rotaries, boosters, switchboards, and all apparatus and equipment necessary to the operation of storage batteries.

Rolling Stock and Equipment.

Revenue Cars.

Charge to this account the expenditure for passenger, baggage, express, freight, mail and other cars from the operation of which revenue is derived.

The term "cars" includes car bodies and trucks, and all fixtures and appliances inside of or attached to the car bodies or trucks except the electric equipment of the cars.

Revenue Locomotives.

Charge to this account the cost of all locomotives from the operation of which revenue is derived, including all appurtenances and fixtures necessary to equip such locomotives for service.

Electric Equipment of Revenue Cars and Revenue Locomotives.

Charge to this account all expenditures for electric equipment and wiring of all revenue cars and revenue locomotives, including labor, material, tools, freight, hauling material, and all other expenses incident to the work.

Utility Equipment.

Charge to this account all expenditures for railway utility equipment, including water cars, sprinkling cars, sand cars, salt cars, supply cars and other work cars; snow plows, sweepers, scrapers, and miscellaneous snow equipment, and all electric equipment of such utility equipment as is operated by electric power; horses, harness and supply wagons, tower wagons, automobiles, and other road vehicles, etc.

Shop Equipment.

Charge to this account the cost of all machinery and tools used in shops and car houses and cost of loading, unloading and placing machinery in position, including the cost of foundations and settings. This account includes the cost of stationary engines and boilers, motors, compressors, shafting, belting, cranes, forges, and all other machinery and tools necessary to first equip shops.

General Office Equipment.

Charge to this account the cost of all equipment of the general office of the electric railway, embracing such items as office furniture, fixtures and furnishings, movable safes, filing cases and devices, typewriters, adding machines, addressographs and sundry office equipment having an expectancy of life in service exceeding one year.

Stores Department Equipment.

Charge this account with the cost of all equipment of the stores department. This includes loading and unloading machinery, derrick, cranes, hoists, conveying apparatus and equipment, etc.

Miscellaneous Equipment.

Charge to this account all equipment not includible in any of the preceding classified capital accounts.

NOTE:—Railways are at liberty to subdivide this account to show the cost of any class of such miscellaneous equipment.

Miscellaneous Construction and Equipment Expenditures.

Accounts shall be opened as indicated below, to which shall be charged all expenditures incurred during the construction and before the operation of the railway, of the character indicated by the title of the accounts. The following detailed accounts should be kept of the expenditures during construction:

Engineering and Superintendence.

Charge to this account all expenditures for services of engineers, draftsmen, and superintendents employed on preliminary and construction work, and all expenses incident to the work when such disbursements cannot be assigned to specific construction.

NOTE:—When employes enumerated above are engaged in work not chargeable to construction, their salaries and expenses should be charged to the specific work upon which engaged.

NOTE:—Whenever any of the expenses above enumerated can be charged directly to the account for which incurred, they should be so charged and not to this account.

Salaries During Construction.

Charge this account with the salaries of all general officers and general office assistants during the period of construction of the electric railway and up to the operation of the railway service.

Office Supplies and Expenses During Construction.

Charge this account with the cost of all office supplies and expenses incurred during the process of construction of the railway up to the time of its operation, such as messenger and janitor service, rent of premises occupied during construction, water, light, heat, telegrams, exchange on remittances, etc.

Stationery and Printing During Construction.

Charge this account with the cost of all stationery, printing, postage, blanks, record books, etc., used during the construction of the railway and up to the time of its operation.

Law Expenses During Construction.

Charge to this account all law expenses incurred during the period of construction of the electric railway. Charge with the salaries and expenses of counsel, solicitors and general attorneys, their clerks and attendants, etc. Charge also with the cost of law books, printing briefs, legal forms, testimony, reports, fees and retainers of the general counsel and attorneys, court costs and payments of specific notarial and witness fees, expense of taking depositions, and general law and court expenses during construction. Expenses of arbitrators of disputed points will also be charged to this account. When any of the expenditures above enumerated can be charged directly to the account for whose benefit they were incurred they shall be so charged and not to this account. Thus, expenditures in connection with the acquisition of land to be occupied by the stations shall be charged to the appropriate construction account. Law expenses in connection with the organization of the railway, whenever such can be definitely ascertained, shall be charged to the account *Organization.*

Injuries and Damages During Construction.

Charge to this account all damages to or destruction of property other than that owned by the railway, caused directly in connection

with its construction, and all expenses incident to injuries or death of employes and other persons for which injuries or death the railway is held liable or in the settlement of which claim allowances are made. This includes such items of expense as judgments for damages and plaintiff's court costs; proportion of salaries and expenses or fees of physicians and surgeons, expenses of undertakers, nurses and hospital expenses, medical and surgical supplies, contributions to hospitals during the period of construction of the plant, transportation of injured persons and wages and salaries paid to employes while disabled. The salaries and expenses of the railway's claim agents, adjusters and their assistants while engaged upon settling such claims arising during construction will be charged to this account. The compensations of the general solicitors or counsel of the railway while engaged in the defense and settlement of damage suits will also be charged to this account.

Insurance During Construction.

Charge to this account all premiums paid to insurance companies for fire, casualty, boiler, fidelity and other insurance covering risks during construction of the electric railway and its equipment.

Taxes During Construction.

Charge to this account all taxes and assessments levied and paid on property belonging to the electric railway while under construction and before it has begun operations, except special assessments

for street and other improvements such as grading, curbing, paving, sidewalks, sewer, etc., which shall be charged to the account to which the property benefited has been charged.

Interest During Construction.

Charge to this account the interest accrued upon all money and claims payable upon demand acquired for use in connection with the construction and equipment of the electric railway from the time of such acquisition until the system is ready for commercial use. Interest receivable accrued upon such moneys and claims shall be credited to this account.

Discount on Bonds During Construction.

To this account may be charged the discount on bonds sold for construction purposes. The entries to such account shall be made with sufficient detail to permit of their identification and shall show the date when the bonds to which the discount applies were authorized, when issued and when sold, to whom sold, the amount realized from the sale, purpose for which the bonds were sold, and the application of the proceeds; all of which details will be called for by the Railroad Commission.

Miscellaneous Expenditures During Construction.

Charge to this account all expenditures incurred during construction not includible in any of the preceding accounts.

Cost of Railway Purchased (in Lieu of Railway Constructed).

Charge to this account the cost of the electric railway purchased in case such railway is obtained by purchase instead of being constructed by the corporation. The entry to this account should show with sufficient detail the name of the parties from whom purchased, the purchase price, and all other facts pertinent to such sale, which details will be called for by the Railroad Commission.

TREASURY SECURITIES.

Treasury Securities.

Charge to this account the par value of all stocks and bonds which have been authorized and issued by the railway or assumed by it or held by the treasurer or other fiscal agent of the railway for its benefit

but which have not been sold. When such securities are sold their par value will be credited to this account.

NOTE:—This account may be subdivided into the two following accounts:
a. Treasury Stock.
b. Treasury Bonds.

INVESTMENTS.

Investments.

By investments, as here used, is meant the cost of the electric railway's title to or interest in all properties acquired, not for use in present operations but for the income to be derived from them, for a rise in value, for the control of some private business or other utility service, or for devotion to future operations at a time when the acquisition of such properties will not be possible under such favorable circumstances. In the annual report to be made to the Railroad Commission these investments will be required to be classified as to their character and with sufficient detail as to permit of their clear identification, showing the par value of all such stocks or bonds or other investments with the rate of return thereon, the amount of income received therefrom and the book value. Stocks, bonds or other property in which the funds of RESERVES of the railway have been invested will not be shown in this account but as investments of the respective RESERVE and so shown in the BALANCE SHEET, to be contained in the report to the Railroad Commission.

RESERVE ACCOUNTS.

REQUIRED RESERVES.

Depreciation Reserve.

To this account shall be credited monthly, or as they are made, all charges to the *Depreciation Account* (hereinbefore described), the income from the investment of any money or from any security belonging to the *Depreciation Reserve*, and any other appropriations which may have been made to it.

When through wear and tear in service, casualty, inadequacy, supersession or obsolescene, any building, structure, facility or unit of equipment originally charged to capital is no longer economically reparable, and in order to keep the capacity of the railway system up to its original or equivalent state of efficiency it is necessary to make a complete replacement of such building, structure or unit of equipment, the money cost of the original unit replaced and charged to capital (estimated if not known, and if estimated, the basis thereof shall be shown in the record entry) shall be charged to the *Depreciation Reserve* and the excess cost of the substituted unit over such original unit shall be charged to the appropriate capital account.

When any building, structure, facility or unit of equipment originally charged to capital is retired from service and not replaced by any other unit of similar nature or equivalent thereto, the original money cost thereof (estimated if not known, and if estimated the basis thereof shall be shown in the record entry) shall be charged to this account and such amount originally entered or contained in the charges to capital in respect to such unit so being retired shall be credited to the capital account to which it was originally charged, and any adjustments necessary made through the *Surplus* account.

The salvage or scrap value of any unit of equipment retired from service or replaced by any other unit will be credited to this account.

An analysis of the charges and credits to this reserve will be called for in the annual report to the Railroad Commission.

Sinking Fund Reserves.

Sinking fund reserves shall be maintained whenever they are required in pursuance of the provisions of mortgage deeds, deeds of trust, contracts or provisions of the law. A separate *Sinking Fund Reserve* shall be maintained for each contractual requirement, to which reserve shall be credited any appropriation made in pursuance of the terms of the respective mortgage and trust deeds, contracts, etc., and charged to the account *Contractual Sinking Fund Requirements* and also accumulations resulting from any security belonging to such particular reserve. The title of each reserve shall clearly indicate the purpose for which it is being maintained.

An analysis of the charges and credits to this reserve will be called for in the annual report to the Railroad Commission.

Amortization Reserve.

This account shall be raised to provide for the amortization of intangible capital in service. To it shall be credited monthly, or as they are made, all the amounts charged from time to time through operating expenses to the account *Amortization Reserve Requirements* which account is to be set up where the nature of the capital occasions the setting up of this reserve. Such reserve shall also be credited with all accumulations resulting from the investment of any moneys or the interest or dividends from any securities belonging to it.

For example, a corporation pays $100,000 for a twenty year franchise to operate on electric railway. In order that this amount shall be set aside out of revenue and the actual capital of the corporation not impaired by dividends paid, there shall be charged monthly to the account *Amortization Reserve Requirements*, crediting the *Amortization Reserve*, an amount which, invested at current rates of interest, will at the end of the franchise term have created an amount equivalent to the cost of the franchise.

An analysis of the charges and credits to this reserve will be called for in the annual report to the Railroad Commission.

OPTIONAL RESERVES.

Maintenance Reserve.

This reserve may be raised by those electric railways which operate equipment, the repairs to which are occasioned only at remote intervals and are then so considerable in amount as to cause wide fluctuations in the operating expenses for the division of operation or group of expenses of which the maintenance account in question is a part.

This reserve must not be charged with renewals and replacements of property and equipment which from their nature are chargeable against the *Depreciation Reserve.*

Injuries and Damages Reserve.

Railways may open an *Injuries and Damages Reserve*, to which will be credited monthly any amounts which may be charged to the proper OPERATING EXPENSES or other EXPENSE accounts. The amounts so charged and credited shall be such as are estimated to meet the admitted liability against it for injuries to persons and damages to property other than that of the railway, insofar as such claims can be anticipated by the exercise of reasonable judgment. All such claims, when paid to satisfy admitted liability and judgments obtained in the courts of law, shall be charged to this account.

Insurance Reserve.

Railways may set up this reserve, to which shall be credited monthly the charges made in OPERATING EXPENSES to the *Insurance* account to cover self-carrying risks. When any irreparable damage to the property of the railway occurs, and the nature of such damage is such as to be covered by the provisions of self-insurance, the cost of repairing the property damaged, or the cost of its replacement, shall be charged to this reserve.

CURRENT ASSETS.

Cash.

Charge to this account all money coming into the possession of the electric railway and in which it has the beneficial interest. Also charge it with all bank credits, checks and drafts receivable subject to satisfaction or transfer upon demand, whether payable to bearer or to order. All cash disbursements should be credited to this account.

Notes and Bills Receivable.

Charge to this account the cost of all notes and bills receivable which are the property of the electric railway and upon which solvent concerns or individuals are liable or which are sufficiently secured as to be considered good. This account includes demand notes, drafts, etc., issued by others than banks, and time notes, drafts, etc., by whomever issued. This account does not include investments nor the interest on dividends receivable from investments.

Accounts Receivable.

Charge to this account all amounts owing to the electric railway upon accounts with solvent concerns other than banks; also all accounts and claims upon which responsibility is acknowledged by solvent concerns or individuals or which are sufficiently secured to be considered good and of all judgments against solvent concerns where the judgments are not appealable or suspended through appeal. Negotiable instruments will not be charged to this account.

Interest and Dividends Receivable.

When the electric railway becomes entitled to demand any interest or dividend from solvent concerns the amount to which it thus becomes entitled shall be charged to this account and shall be credited to the appropriate account in the INCOME ACCOUNT. This account includes interest on matured accounts with solvent concerns and upon judgments against solvent debtors where such judgment has not been suspended, as well as interest upon the commercial paper of solvent concerns. It does not include unmatured interest or dividends not yet declared.

Materials and Supplies.

Roadway and Track Material.

Charge this account with the cost of all roadway and track material purchased by the railway at its cost delivered at the railway's place of storage. This includes ballast, if any; ties and timbers for

track and bridges; rails; rail fastenings and joints, including fish-plates, braces, tie plates, tie rods, nuts, bolts, spikes, etc.; and special work as crossings, cross-overs, curves, frogs, run-offs, switches, switch-mates, and turn-outs. This account will also be charged with the cost of freight and other transportation expenses and the cost of handling.

Credit this account with materials used.

NOTE:—This account is included in the account *Track and Electric Line Material* in class B and class C.

Electric Line Material.

Charge this account with the cost of all electric line material purchased by the railway at its cost in the railway's place of storage including the cost of freight and other transportation expenses and the cost of handling. This includes towers, poles, cross-arms, braces, brackets, insulator pins, insulators, insulating material, wire, and all material for tower and pole supports.

Credit this account with material taken from storage.

NOTE:—This account is included in the account *Track and Electric Line Material* in class B and class C.

Car Material.

Charge this account with the cost of all car material purchased by the railway at its cost at the railway's place of storage. This includes the cost of freight and other transportation expenses and the cost of handling. This account will be charged with such material

as car wheels, car axles, brakes, brake-shoes, trolley poles, rope, electric equipment of cars and locomotives, etc.

Credit this account with the cost of material taken from storage.

Fuel.

Charge this account with the cost of all fuel purchased by the railway at its cost delivered alongside the railway's place of storage, unless purchased delivered to the place of storage. The account *Fuel Stock Expense** will be closed into this account monthly.

Credit this account with all fuel used.

NOTE:—This account may be subdivided into accounts *a*, *b* and *c*, if desired in order to give information regarding the cost of different kinds of fuel.

* **Fuel Stock Expense.**—Charge this account with the labor of weighing, unloading, piling and trimming coal and other fuel for storage or in unloading such fuel from cars and boats including the cost of operating hoisting apparatus, also the cost of shovels and other hand tools used and the cost of repair to such apparatus and tools. (This account will be closed monthly into the *Fuel account.*)

Power Plant Lubricants and Supplies.

Charge this account with the cost of all power plant lubricants and supplies such as lubricating oils, graphite, wipers, waste, station tools, etc., including the cost of freight and handling of the same.

Credit this account with the cost of material withdrawn for use.

NOTE:—This account is included in the account *Miscellaneous Materials and Supplies* in class B and class C.

Car Service Supplies.

Charge this account with the cost of all car service supplies in storage, together with the cost of transportation and handling. This account will be charged with the cost of car and locomotive lubricants and waste, incandescent lamps, oil and other supplies for lighting cars, supplies for cleaning cars, fuel for cars, car tools, tickets, transfers and baggage checks, conductors' books, punches, portable registers, car service employes' badges and uniforms, etc.

NOTE:—This account is included in the account *Miscellaneous Materials and Supplies* in class B and class C.

Miscellaneous Materials and Supplies.

Charge this account with the cost of all material purchased to be used by the electric railway and not properly chargeable to any of the preceding STOCK accounts at the cost of such material delivered in the storeroom, including freight, cartage and cost of handling.

Credit this account with such material when taken from stock.

NOTE:—This account may be subdivided into accounts *a*, *b*, and *c*, etc., if desired, in order to properly account for different classes of stores charged hereto.

NOTE:—This account is included in the account *Miscellaneous Materials and Supplies* in class B and class C.

Sundry Current Assets.

To this account shall be charged the cost of all current assets of the railway not includible under any of the preceding CURRENT ASSET

accounts. Property readily convertible into money and which is being held with the intent of being so converted into money will be considered as a current assets and charged to this or the appropriate preceding account.

PREPAID ACCOUNTS.

Prepaid Insurance.

When premiums on insurance policies are paid in advance of their accrual, the amounts prepaid whether paid in cash or by an issue of notes or other negotiable paper shall be charged to this account. As the premiums accrue they shall be credited at monthly intervals to this account and charged to the operating expense account *Insurance.*

Prepaid Taxes.

When taxes are paid in advance of their accrual, the amount shall be charged to this account. As the taxes thus prepaid accrue they shall be credited at monthly intervals to this account and charged to the operating expense account *Taxes.* Taxes for special benefits or special assessments for improvements will not be charged to this account.

Prepaid Interest.

When interest is paid in advance of its accrual on any obligations of the railway it shall be charged to this account. As the interest thus prepaid accrues it shall be credited at monthly intervals to this account and charged to the appropriate interest account.

Sundry Prepaid Accounts.

Charge this account with all prepaid items not includible in the preceding prepaid accounts. As the amounts thus prepaid accrue they shall be credited at monthly intervals to this account and charged to the appropriate expense account.

CAPITAL LIABILITIES.

Capital Stock.

In the accounts of stocks outstanding a separate account shall be opened for each class of stock issued and no two stocks shall be considered of the same class unless they are equal in their interest or dividend rates, voting rights and conditions under which they may be retired, if the right to retire them is contained in the contract of issue. The characteristics of any class of stock in these regards shall be designated in the title of the accounts opened to cover such stocks and shall be clearly expressed in the first entries to such account. To the account for any class of stocks shall be credited when issued the par

value of the amount of such stock issued. If such issue is for money that fact shall be stated, and if for any other consideration than money the persons to whom issued shall be designated and the consideration for which issued shall be described with sufficient particularity to admit of identification; if such issue is to the treasurer or other fiscal agent of the corporation or if by him disposed of for the benefit of the corporation that fact and the name of such agent shall be shown and such agent shall in his account of the disposition thereof show like details concerning the consideration realized thereon, which account, when accepted by the corporation, shall be preserved as a corporate record.

Funded Debt.

The funded obligations of the railway shall be divided into classes according to their characteristics, as to the security for the same, the rate of interest, interest dates, and date of their maturity. A separate sub-account shall be opened for each such class of funded indebtedness and no accounts or debts not agreeing in the characteristics mentioned shall be included in the same sub-account. The titles of each sub-account shall express the characteristics above stated. To the proper sub-account shall be credited, when issued, the par value of the amount of the evidences of funded indebtedness issued. The entry shall show not only the amount issued but the purpose for which issued and shall make clear and intelligent reference to the corporate records showing all details connected with such transactions. If the consideration received for the issue is anything other than money, the entries shall show further to whom issued and shall describe with sufficient particularity to identify it, the actual consideration received for it. If the issue is to the agent of an undisclosed principal, the name and business address of such agent and the fact of his agency shall be shown in the entry.

MORTGAGE LIABILITIES.

Real Estate Mortgages.

The mortgage obligations of the railway shall be divided into classes according to their characteristics, as to the security for the issue, the rate of interest, interest dates, and the date of maturity. A separate sub-account shall be opened for each mortgage. The title of each such sub-account shall express the characteristics above stated. To the proper sub account shall be credited, when issued, the total receipts from the sale of evidences of indebtedness secured by the mortgage. The entries shall show the amount of the mortgage debts, the purpose for which such debt was incurred and shall show by intelligent reference all the details connected with such transactions. If the consideration received for the indebtedness is anything other than money the entry shall show the person to whom issued and shall describe with sufficient particularity to identify it the actual consideration received. If the indebtedness is to an agent of an undisclosed principal, the name and business address of such agent and the fact of his agency, shall be stated in the entry.

Other Mortgages.

This account shall be set up to show all mortgage indebtedness and transactions pertaining thereto in regard to mortgages other than real estate mortgages as defined in the preceding account *Real Estate Mortgages.*

CURRENT LIABILITIES.

Notes and Bills Payable.

When any note, draft or other bill payable, which matures not later than one year after date of issuance or of demand or assumption by the railway of primary liability thereon, is issued or assumed, the par value thereof shall be credited to this account and when it is paid it shall be charged to this account and credited to *Cash* or other appropriate account.

Accounts Payable.

Credit this account, when incurred, with all liabilities of the railway upon open accounts not includible in any of the other CURRENT LIABILITIES accounts.

Matured Interest on Funded Debt Unpaid.

When interest owing by the electric railway upon any of its funded indebtedness matures and is unpaid, whether the cause of failure is on the part of the coupon holder to present coupons for payment or for other reasons, it shall be credited to this account and charged to the account *Unmatured Interest on Funded Debt Accrued* to which it had heretofore been credited.

Matured Interest on Notes and Bills Payable Unpaid.

When interest owing by the railway upon any of its notes and bills payable matures and is unpaid, whether the cause of failure is on the part of the holder of the paper to present it for payment or for other reasons, it shall be credited to this account and charged to the account *Unmatured Interest on Notes and Bills Payable Accrued* to which it had heretofore been credited.

Dividends Unpaid.

When dividends declared by the corporation become payable they shall be credited to this account and charged to the account *Dividends*.

Deposits.

Credit to this account, as such deposits are made, all cash deposited with the railway by its employes or others.

Sundry Current Liabilities.

Credit to this account at their face value all unfunded obligations upon which the railway is liable and which are not elsewhere provided for.

ACCRUED LIABILITIES.

Insurance Accrued.

Credit to this account at the close of each month the insurance accrued during the period in question, as determined by the policies of all insurance covering the property of the railway. When such premiums are paid they shall be charged to this account and credited to *Cash* or other appropriate accounts.

Taxes Accrued.

To this account shall be credited at the close of each month all taxes accrued during the month and corresponding charges shall be made to the *Taxes* account. Credits to the account *Taxes Accrued* will be based upon estimates until the amount of the taxes levied for the period is definitely ascertained. Such estimates shall be made upon the best data available, and as soon as the amount of taxes for the period is known, the account involved shall be adjusted to conform. When any taxes become due they shall be charged to this account.

Unmatured Interest on Funded Debt Accrued.

To this account shall be credited at the close of each month all unmatured interest accrued during the month upon the funded indebtedness of the railway. When such interest matures it shall be charged to this account and credited to the account *Matured Interest on Funded Debt Unpaid*. When paid, the interest shall be charged to the account *Matured Interest on Funded Debt Unpaid* and credited to *Cash* or to the *Coupon Deposit* account.

Unmatured Interest on Notes and Bills Payable Accrued.

To this account shall be credited at the close of each month all unmatured interest accrued during the month upon all notes and bills payable by the railway. When such interest matures it shall be charged to this account and credited to the account *Matured Interest on Notes and Bills Payable Unpaid.* When the interest is paid, it shall be charged to the account *Matured Interest on Notes and Bills Payable Unpaid*, and credited to *Cash* or other appropriate account.

Dividends Accrued.

To this account may be credited at the close of each month the amount of dividends accrued on preferred and common stock during such period at the rates of dividend payments established by the cor-

poration. When such dividends become payable they shall be charged to this account and credited to the account *Dividends Unpaid*, in which account they shall remain until paid, when such amount shall be charged to *Dividends Unpaid*, making a corresponding credit to *Cash* or other appropriate account.

Unredeemed Tickets.

Credit this account with all revenue from the sale of mileage tickets, strip, coupon and other tickets. As such tickets are honored for transportation, charge this account and credit *Passenger Revenue*. This account should show the total amount of tickets outstanding or unredeemed, upon which the carrier is required to furnish service when presented.

Sundry Liabilities Accrued.

To this account shall be credited at the end of each month as it accrues, any other unfunded obligation of the railway not provided for in any of the preceding accrued liability accounts, making a corresponding charge to OPERATING EXPENSES or other expense account.

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OPERATING EXPENSE ACCOUNTS.

III. Traffic.

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30–33 Traffic Expenses.

Class B.

30–33 Traffic Expenses.

Class A.

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OPERATING EXPENSE ACCOUNTS.

IV. CONDUCTING TRANSPORTATION.

A. POWER.

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OPERATING EXPENSE ACCOUNTS.

IV. Conducting Transportation.

A. POWER—1. STEAM POWER GENERATION.

(As prescribed for Electric Utilities.)

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	1c. Electrical Labor	43
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2. Steam Generated.	2. Steam Generated	44
3. Steam Purchased.	3. Steam purchased	44
4. Miscellaneous Power Plant Supplies and Expenses.	4a. Lubricants	44
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OPERATING EXPENSE ACCOUNTS.

IV. Conducting Transportation.

A. Power—2. Gas Power Generation.

(As prescribed for Electric Utilities.)

Class C.	*Class A and Class B.*	Page
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7. Operating Labor.	7a. Superintendence	48
	7b. Engine Labor	48
	7c. Electrical Labor	48
	7d. Miscellaneous Labor	49
8. Power Gas Produced.	8. Power Gas Produced	50
9. Power Gas Purchased.	9. Power Gas Purchased	50
10. Miscellaneous Power Plant Supplies and Expenses.	10a. Water for Cooling Engines	51
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11. Maintenance of Power Plant Equipment.	11a. Maintenance of Gas Engines and Turbines	52
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OPERATING EXPENSE ACCOUNTS.

IV. Conducting Transportation.

A. Power—3. Hydraulic Power Generation.

(As prescribed for Electric Utilities.)

Class C.	*Class A and Class B.*	Page
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NOTE:—No. 19 of the Electric Utilities accounts, *Commercial Electric Current Purchased*, is omitted here it being the same as No. 36, *Power Purchased*, of the Electric Railway accounts, on page 136.

OPERATING EXPENSE ACCOUNTS.

IV. CONDUCTING TRANSPORTATION.

A. POWER—4. STEAM GENERATION (APPORTIONMENT ACCOUNT).

(As prescribed for Electric Utilities.)

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21. Fuel for Steam.	21. Fuel for Steam	61
22. Water for Steam.	22. Water for Steam	62
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OPERATING EXPENSE ACCOUNTS.

IV. Conducting Transportation.

A. POWER—5. POWER GAS PRODUCTION (APPORTIONMENT ACCOUNT).

(As prescribed for Electric Utilities).

Class C.	*Class A. and Class B.*	
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27. Gas Producer Fuel.	27. Gas Producer Fuel	64
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OPERATING EXPENSE ACCOUNTS.

IV. CONDUCTING TRANSPORTATION.

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